

## **NORTH-EAST REGIONAL HEALTH AUTHORITY PARISH ADMINISTRATOR (GMG/AM 4)**

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary and Portland, is seeking a **strong, dynamic, and proactive** individual to fill the position of **Parish Administrator (GMG/AM 4)** at the **Portland Health Department**.

### **Summary:**

Reporting to the Parish Manager, the incumbent is responsible for providing liaison and co-ordination within the Parish Health Department, and between Health Districts and Health Centers on matters involving administrative management and support services for Primary Health Care.

### **Qualification and Experience:**

- B.Sc. in Management or Diploma in Health Management.
- UTECH Diploma in Management Studies
- A minimum of five (5) years' experience at a managerial level within the Health Sector or a service-oriented organization.

### **Specific Knowledge / Skills:**

- Participating in the preparation and management of the department's budget
- Monitoring and reporting on maintenance activities
- Property management
- Overseeing the fleet management portfolio
- supplies of cleaning materials/tools are available for use.

### **Key Responsibilities will include (but not limited to):**

- Managing the operations of the Administrative Office of the Portland Health Department for maximum efficiency.
- Generating, review and recommend Procurement Requisitions in the context of an Approved Annual Procurement Plan.
- Developing systems to monitor compliance with the FAA Act and generate non-compliance reports.
- Overseeing the management of fleet vehicles assigned to the Portland Health Department.
- Collaborating with the Maintenance Supervisor to schedule the timely and appropriate maintenance of buildings, equipment and machinery with the PHD.
- Supervising staff to optimize infection, prevention and control measures using established standards of cleaning.
- Managing and monitoring energy usage at health facilities with a view to cost containment and recommend improvement measures.
- Attending meetings as required and generate analytical reports to the Parish Manager to provide an update on key operational activities and or to provide information on any other relevant matter.
- Collaborating with the Human Resource Officer in implementing systems for monitoring staff attendance and productivity in accordance with stipulated targets.
- Collaborating with the Human Resource Officer and Parish Accountant to facilitate the procurement and documentation of uniform and other items related to staff benefits
- Collaborating with the Accounts Department for proper inventory management of equipment and furniture in all SAHD facilities.
- Implementing the clients' complaints mechanism within all PHD facilities, conduct satisfaction surveys as required and generate monthly reports.
- Conducting meetings with direct reports and departments to facilitate ongoing feedback and disseminate information in respect of administrative management functions.
- Performing Human Resource Management functions for staff supervised.
- Participating with the Parish Manager and Medical Officer (Health) in coordinating collaborative projects for the parish's development.

### **REMUNERATION PACKAGE PER ANNUM:**

Salary Scale: \$1,467,234 – \$1,744,080 per annum along with any other allowance(s) attached to the post.

Applications along with detailed resume should be sent no later than **Wednesday, 2022 November 09** to:

**The Director,  
Human Resource Management & Development  
North-East Regional Health Authority,  
34-38 Ocean Village Shopping Centre,  
Ocho Rios, St. Ann,  
E-mail: [jobs@nerha.gov.jm](mailto:jobs@nerha.gov.jm) or Fax: (876) 795-2747**

**WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT-LISTED APPLICANTS  
WILL BE ACKNOWLEDGED.**

**APPLICANTS PREVIOUSLY SHORTLISTED NEED NOT RE-APPLY**