



NORTH-EAST REGIONAL HEALTH AUTHORITY

SENIOR HUMAN RESOURCE OFFICER, (STAFFING)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness with responsibility for the management and delivery of health care and public health services within the parishes of St. Ann, St. Mary and Portland, is seeking **dynamic, proactive and forward-thinking** individuals to fill the position of **Senior Human Resource Officer (Staffing), (GMG/SEG 1)** at the **Regional Office**.

Summary:

Reporting to the **Manager, Human Resource Management**, the incumbent is responsible for the coordination of recruitment and selection activities and other staffing arrangements for the Department.

Qualifications & Experience:

- First Degree in Public Administration or Management Studies, with major in Human Resource;
- Certificate in Computer Applications;
- Five (5) years related professional experience as a Human Resource Management Practitioner in the Public Sector.
- Special Condition Associated with the Job.
- May be required to work overtime to meet deadlines.

Specific Knowledge Required:

- The Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services.
- Current trends in human resource management techniques and practices.
- Government of Jamaica recruitment and selection practices.
- Organizational awareness - sound knowledge of the Ministry's roles and functions
- Management capability - good planning and organizing skills
- Excellent interpersonal skills
- Strong customer service orientation
- Good oral and written communication skills
- Performance Management Appraisal System
- Proficiency in computer applications

Key responsibilities will include but are not limited to:

- Assists with overseeing the operations of the Unit in the absence of the Manager, Human Resource Management (HRM).
- Assist in managing the daily operations related to Staffing to consistently provide a high level of service to clients.
- Coordinates with facilities and maintains record of employees requiring annual and biennial registration, and report on outstanding registration.
- Assist with the preparation letters of employment, acting, reassignment, secondment and resignation for the Human Resource Department.
- Coordinates and participates in the recruitment and selection of staff.
- Ensures that new RO employees are sensitized on the policies, procedures and regulations of the Public Service and Department.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$1,640,253 – 1,949,746 per annum along with any other allowance(s) attached to the post.
Applications along with detailed resume should be sent no later than **Friday, 2022 November 30** 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 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