

NORTH-EAST REGIONAL HEALTH AUTHORITY

SENIOR SECRETARY (OPS/SS 3)

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 a **dynamic, proactive and forward-thinking** individual to fill the position of **Senior Secretary (OPS/SS 3)** to the Parish Manager at the **Annotto Bay Hospital (Not Vacant) and Portland Health Department**.

The ideal candidate must meet the following minimum qualifications:

- Certified Administrative Professional Accreditation
- Diploma/Associate Degree in Office Administration or Business Administration **OR**
- NVQJ Level 2 in Business Administration (Secretarial Studies)
- Proficiency in typing at a speed of 50-55 words per minute and shorthand at a Speed 100-120 words per minute
- Minimum of five (5) years' experience in a similar capacity.

REQUIRED SKILLS AND SPECIALISED TECHNIQUES

- Working knowledge of standard office procedures and filing systems.
- Well developed computer skills – Microsoft Office Suite.
- Good time management skills and a track record of meeting critical deadlines.
- Excellent oral and written communication skills.
- Effective interpersonal skills.
- Ability to work on own initiative.
- Good Analytical Skills.

KEY RESPONSIBILITIES WILL INCLUDE:

- Providing secretarial support to the facility assigned.
- Maintaining an appropriate system to control and safe guard confidential documents, files and reports;
- Attending meetings and taking minutes as required; drafting, circulating and following-up with relevant persons on action items;
- Processing incoming and outgoing correspondence in accordance with established procedures;
- Composing letters, memoranda, reports, official and other documents as directed
- Sending emails, fax, scans, copies, files and retrieving documents and correspondences as required in accordance with established procedures;
- Answering, screening and transferring inbound phone calls and making outbound calls as required

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 1,711,060 – 2,301,186 per annum

Applications along with detailed resume should be sent no later than **Wednesday, 2025 December 17** 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.