



## Human Resource Officer (GMG/AM 3)

The North-East Regional Health Authority, a statutory body under the Ministry of Health 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 **Human Resource Officer (GMG/AM 3)** at the **Regional Office**.

Reporting to the Regional Personnel Manager, the ideal candidate must possess:

### Qualification & Experience:

- Diploma in Human Resource or equivalent
- A minimum of two years (2) year's experience in Personnel Administration.
- Working Knowledge of the Staff Orders for the Public Service
- Excellent Time Management Skills
- Well developed human relations skills
- Ability to communicate effectively both orally and in writing
- PC operating skills with excellent working knowledge of Microsoft Office Suite

### Key responsibilities will include:

- Supervises the Data Management Officer, Registrar/Filing Clerk and HEART Trainees, ensuring that they adhere to all policies and procedures, and are executing their tasks according to their job descriptions.
- Prepares and follow-up on Work Permit applications. Ensures that proper tracking systems are in place.
- Prepares and dispatches application letters for motor vehicle concessions. Ensure that proper tracking systems are in place.
- Ensures that Health Facilities provide a monthly report on current motor vehicle documents for all Travelling Officers.
- Co-ordinates the recruitment process - advertisements, collates applications, advises panel, informs applicants, prepares interview folders, conducts reference checks, ensures documents are submitted before contract is issued.
- Coordinates the PER process and Contract Monitoring Template for the Regional Office.
- Monitors the updating of E-Census database.
- Organizes the orientation for new employees in conjunction with the Training Department.
- Assists in conducting interviews.

Applications along with resume' should be sent no later than **Friday, March 15, 2019** to:

The Director,

Human Resource Management & Industrial Relations  
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)

Fax: (876) 795-2747

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