



NORTH-EAST REGIONAL HEALTH AUTHORITY

PARISH ADMINISTRATOR (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 public health services within the parishes of St. Ann, St. Mary and Portland, invites applications from suitably qualified persons to fill the position of **Parish Administrator** at the **St. Mary 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 support services for Primary Health Care.

Specific Knowledge / Skills:

- Thorough knowledge of Human Resource administration;
- Knowledge of budget preparation
- Knowledge of computer applications
- Excellent interpersonal and communication skills.

Qualification and Experience:

- B.Sc. in Management or equivalent from recognized institution.
- Certificate in Supervisory Management
- A minimum of five (5) years in an administrative position or related field.

Key Responsibilities will include (but not limited to):

- Planning, co-coordinating, and administering activities for professional, technical, administrative and support staff within the health district.
- Ensuring that all vehicles assigned to the Health District are in proper working conditions at all times by arranging timely repairs.
- Provide orientation for new members of the clerical and administrative staff, HEART Trainees, Youth Service Workers etc.
- Assist with the monitoring of financial activities to include verifying bills and claimable allowances of health facilities within the parish.
- In consultation with the Parish Manager, ensure the timely repair of office equipment and furniture.
- Monitoring the ordering and purchasing of stationery and other stock items needed for service delivery.

Applications along with resumé should be submitted no later than **Friday, March 15, 2019** to:

The Director,

Human Resource Management & I.R
North-East Regional Health Authority,
34-38 Ocean Village Shopping Centre,
Ocho Rios, St. Ann

E-mail: jobs@nerha.gov.jm Fax: (876) 795 - 2747

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