



NORTH-EAST REGIONAL HEALTH AUTHORITY

HEALTH PROMOTION AND EDUCATION OFFICER (HPC/HPE 2) – Not Vacant

The **North-East Regional Health Authority (NERHA)**, 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 individuals to fill the position of **Health Promotion and Education Officer** for the parishes of **St. Ann and St. Mary**.

The incumbents under the general management of the Medical Officer (Health) and the Regional Health Promotion and Education Officer are responsible for organizing, co-ordinating, planning, implementing and evaluating Health Promotion and Education Programmes within the parishes.

The ideal candidate will meet the following educational criteria:

- Bachelors Degree from a recognized tertiary institution offering preparation in health, education or social / behavioural sciences.
- Any equivalent combination of education and experience
- Minimum of four (4) years in one of the above mentioned fields

Specific Knowledge & Skills Required:

- Excellent skills in Project Management and Administration
- Excellent time management skills
- Ability to communicate effectively orally and in writing

Key responsibilities will include but are not limited to:

- Promoting priority programmes of the Ministry of Health and Health Services with Health Staff and community
- Cultivate and maintaining relationships with external stakeholders and partners
- Managing and administer the Health Education and Promotion Unit and programmes of the Parish Health Department
- Collecting and collating proposals, work plans and reports.
- Maintaining inventory of:
 - ✓ Health education and promotion equipment
 - ✓ Stock of visuals of information, education and communication (IEC) material for distribution to other health workers and the general public.

Applications along with resumé should be submitted no later than **Friday, December 14, 2018** 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 Fax: (876) 795 – 2747

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