MANAGEMENT INFORMATION SYSTEM ASSISTANT (MIS/IT 2)

NORTH-EAST REGIONAL HEALTH AUTHORITY

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

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

34-38 Ocean Village Shopping Centre, Ocho Rios
North-East Regional Health Authority
Human Resource Mgmt & Industrial Relations

The Director

Applicants along with detailed resume should be sent no later than Friday, 2020 June 26 to:

pos:

Salary Scale: $968,815 – 1,054,744 per annum along with any other allowance(s) attached to the

REMITTANCE PACKAGE PER ANNUM:

Installation of Computers and peripherals
Maintenance of Help Desk Tracking System
Assisting in the training of staff in software applications
Performing systems backups and recovery operations to ensure business continuity
Managing and cordinating the asset inventory for the MIS department
System Administration
Conducting regular maintenance activities of workstations under the supervision of the
System Administrator
Ensuring smooth and continuous operation of computers and all systems within the
Region
Providing technical and user support across the region

Key Responsibilities (will include, but not limited to):

- Relevant industry certification is an asset
- At least two (2) years relevant experience
- Associate Degree in Computer Science/Information Technology or related field

Qualifications & Experience:

- Troubleshooting skills
- Working knowledge of network implementation & techniques
- Working experience with switch/router and LAN/WAN
- General Linux/UNIX environment knowledge
- General Windows environment
- Knowledge of Microsoft Server Operating Systems environment
- Active Directory

Specific Knowledge and Skills Required:

Support

Providing assistance in day-to-day activities in the MIS department as well as providing administrative

Support

The position of MIS ASSISTANT assigned to the Regional Office

of 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’s, St. Mary and Portland, including all health services provided by the Ministry of

Health.

North-East Regional Health Authority (NERHA)


directory

Wellness & Health Authority

NORTH-EAST REGIONAL HEALTH AUTHORITY