



Training, Development and Recruitment Manager (GMG/SEG 1)

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 Training, Development and Recruitment Manager (GMG/SEG 1) at the Regional Office.

Reporting to the Director of Human Resource Management & Industrial Relations, the ideal candidate must possess:

Qualification and Experience:

- A BSc. in Business Administration (Human Resource emphasis) or Education.
- A minimum three (3) years working experience within the area of Human Resource Administration
- Specialized exposure to development of HRD techniques as it relates to training, succession planning, and career path development.
- P.C. operating skills with excellent working knowledge of Microsoft PowerPoint, Excel and Word Applications.
- Well developed human relation skills.
- Strong written and oral communication skills; inclusive of face to face, telephone, public speaking and report writing.
- Well developed time management skills.
- Strong interpersonal and negotiating skills, inclusive of counseling, grievance handling, interviewing and coaching.
- Post graduate diploma in Education

Key responsibilities will include:

- Implement and sustain appropriate training, recruitment and development systems and procedures for the Authority and Health Facilities within the Region.
- Consult with the Director HRM & IR on GOJ and MOH policy guidelines on annual HRM objectives and implement strategies for training needs, promotion and succession planning.
- Review policies and practices and implement an ongoing system to ensure that procedure manuals are current.
- Liaising with educational institutions to sensitize prospective graduates of employment with NERHA.

Applications along with resume should be sent no later than Friday, March 01, 2019 to:

The Director, HRM & IR

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.