



NORTH-EAST REGIONAL HEALTH AUTHORITY

TRAINING ASSISTANT (GMG/AM 2)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health, with responsibility for the management and operation of public health services within the parishes of St. Ann, St. Mary, and Portland is seeking a **dynamic, proactive and experienced** individual to fill the position of **Training Assistant** at the Regional Office.

Under the general supervision of the Training Development & Recruitment Manager, the successful candidate must possess:

- Diploma in Human Resource Management or equivalent
- Minimum of two (2) years' working experience within the area of Human Resource Administration

Specific Knowledge Required:

- Well developed human relations skills
- PC operating skills with excellent working knowledge of Microsoft Office Suite.
- Good written and oral communication skills
- Excellent time management skills

Key responsibilities will include but not limited:

- Conferring with management and supervisory personnel to identify training needs
- Organizing training seminars and workshops
- Reviewing and evaluating training programmes
- Maintaining Training Database
- Preparation of monthly and quarterly reports
- Assisting with the orientation of new recruits
- Monitors progress of trainees throughout programmes
- General administrative duties

Applications along with resume' should be sent no later than **Friday, April 19, 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
Fax: (876) 795-2747**

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