



## **NORTH-EAST REGIONAL HEALTH AUTHORITY ADMINISTRATOR (GMG/AM 2)**

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary and Portland, is seeking a **dynamic, proactive** and a **forward thinking** individual to fill the position of **Administrator, Highgate Health Centre**.

**Reporting to the Parish Administrator**, the incumbent is responsible for the Personnel Administration of the facility; provides advice and guidance to clinical, administrative and support staff on personnel and related matters and supervising clerical and support staff.

### **Qualification and Experience:**

- Diploma in Management Studies /Supervisory Management.  
**Plus**
- A minimum of two (2) years' experience at the supervisory level.

### **Required Skills and Specialized Techniques:**

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

### **Responsibilities will include but not limited to:**

- Planning, co-coordinating, and administering activities for professional, technical, administrative and support staff within the facility.
- Making recommendations for the preparation of annual budget in respect to the Highgate Health Centre.
- Ensuring the timely repair of office equipment and furniture.
- Ensuring all vehicles assigned to the facility are in proper working conditions at all times, by arranging timely repairs.
- Monitoring the daily operations of the cashier, checking off the generated revenue and ensuring that cash book is updated on a daily basis.
- Monitoring the financial activities at the Highgate Health Centre.
- Ensuring the justification for expenditure against established operating plans.
- Communicating directives from the Regional Health Authority to employees at the Highgate Health Centre.
- Supervising the maintenance of facility's asset register for equipment and other assets.
- Managing the Customer Service Delivery component at the Highgate Health Centre.

### **REMUNERATION PACKAGE PER ANNUM:**

Salary Scale: \$ 986,421 – 1,172,544 per annum along with any other allowance(s) attached to the post.

Applications along with detailed resume should be sent no later than **Friday, 2020 November 27** to:

**The Director,  
Human Resource Mgt. & Industrial Relations  
North-East Regional Health Authority  
34-38 Ocean Village Shopping Centre, Ocho Rios  
St. Ann**

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

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

**APPLICANTS PREVIOUSLY SHORTLISTED NEED NOT RE-APPLY**