



NORTH-EAST REGIONAL HEALTH AUTHORITY

SECRETARY (OPS/SS 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 invites applications to fill the position of **Secretary** to the Chief Executive Officer at the **Annotto Bay Hospital**.

The ideal candidate must meet the following minimum qualifications:

- 5 CXC or GCE O 'Level subjects including English Language.
- Successful completion of the Secretarial Qualifying and Certifying Examination (OPS/SS) at the Management Institute for National Development (MIND).
- Proficiency in typewriting at a speed of 40-45 words per minute.
- Three (3) years working experience in the field.

REQUIRED SKILLS AND SPECIALISED TECHNIQUES

- Working knowledge of standard office procedures and filing systems.
- Well developed computer skills – Microsoft Office Suite.
- Good time management skills and a track record of meeting critical deadlines.
- Excellent oral and written communication skills.
- Effective interpersonal skills.
- Ability to work on own initiative.
- Good Analytical Skills.

KEY RESPONSIBILITIES WILL INCLUDE BUT NOT LIMITED TO:

- Providing secretarial support to the office of the Chief Executive Officer.
- Maintaining an appropriate system to control and safe guard confidential documents, files and reports;
- Attending meeting(s) and takes Minutes as required; drafts, circulates and follows-up with relevant persons on action items;
- Processing incoming and outgoing correspondence in accordance with established procedures;
- Composing letters, memoranda, reports, official and other documents as directed;
- Sending emails, fax, scans, copies, files and retrieves documents and correspondences as required in accordance with established procedures;
- Answers, screens and transfers inbound phone calls and makes outbound calls as required

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$751,183 – 892,921 per annum

Applications along with detailed resume should be sent no later than **Friday, 2020 October 16** 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 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