



MINISTRY OF
**HEALTH &
WELLNESS**



NORTH-EAST REGIONAL HEALTH AUTHORITY PARALEGAL OFFICER (PLG/ LS 4)

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 to fill the position of **Paralegal Officer (PLG/LS 4)**, at the **Regional Office**.

Summary:

Reporting to the **Legal Officer/Corporate Secretary**, the incumbent is responsible to provide administrative and secretarial support, to ensure effective management and implementation of all activities of the Legal Unit.

The ideal candidate will meet the following educational criteria:

- Minimum five (5) CXC's including English Language
- Certificate in Paralegal Studies.
- Minimum three (3) years working experience in a similar capacity.

Specific Knowledge Required:

- Excellent oral and written communication skills
- Excellent presentation skills;
- Good problem-solving skills;
- Good Human Relations and Interpersonal skills;
- Good time management, planning and organizing skills.
- Good skills in teamwork and cooperation;
- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Knowledge of secretarial and administrative practices
- Knowledge of modern office equipment

Key responsibilities will include but not limited to:

- Schedules and organizes meetings, conferences and conference telephone calls;
- Prepares Agendas for meetings and organise relevant information and documents;
- Prepares and updates itineraries for the Unit.
- Acknowledges, conducts research for relevant information and prepares responses as instructed;
- Assists in the preparation of Power Point presentations for meetings
- Maintains an electronic data and retention tracking system as well as hard copies;
- Prepares letters, memoranda and other correspondence for the Legal Officer's signature
- Maintains appointment diaries to facilitate smooth and effective communication between the Unit and internal/external customers;

REMUNERATION PACKAGE PER ANNUM

Salary Scale: \$ 2,190,302 – 2,945,713 per annum.

Applications along with resumé should be submitted no later than **Wednesday, 2024 November 27** to:

**The Director,
Human Resource Management & Development
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**

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