



**WESTERN REGIONAL HEALTH AUTHORITY
LOT 31B, FAIRVIEW SHOPPING CENTRE
MONTEGO BAY
ST JAMES**

VACANCY

Applications are invited from qualified persons for the position of:

ADMINISTRATIVE ASSISTANT (GMG/AM 2)

Regional Office

Salary Scale: \$1,711,060.00 - \$2,301,186.00 per annum

The Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ an **Administrative Assistant** for the **Regional Office**. Under the direct supervision of the Director of Security, the Administrative Assistant provides administrative and secretarial support by efficiently managing the day to day administrative and secretarial functions of the department. The incumbent also acts as a key communication link between the Director of Security as well as other internal and external stakeholders.

CORE FUNCTIONS:

- ❖ Provide administrative support to the Director of Security and serves as a key liaison between other managers, directors, CEOs, external organizations, groups and individuals
- ❖ Establish, organize and ensure that the filing system is maintained
- ❖ Draft responses to routine correspondences and dispatch to the relevant individuals/departments
- ❖ Request and manage the distribution of office stationery and supplies for the unit
- ❖ Research and provide information to facilitate the preparation of critical reports
- ❖ Liaise with the other Regional Health Authorities and other government departments and agencies as required
- ❖ Prepare, submit and follow up on purchase requisitions
- ❖ Order, maintain and distribute office supplies and equipment
- ❖ Manage the onboarding of interns and assists with the completion of their assessment reports
- ❖ Maintain and update the register for all equipment and systems
- ❖ Record, monitor and follow through on all requests
- ❖ Prepare agendas for meetings and organize relevant information and documents
- ❖ Record and transcribe minutes and notes and present in an acceptable format
- ❖ Proofread documents for accuracy, completeness and conformity to established formats
- ❖ Receive and make telephone calls for the Director, and other staff in the Unit
- ❖ Maintain effective and efficient information storage and retrieval system both manually and electronically

- ❖ Ensure prompt and accurate recording of the receipt and movement of correspondence
- ❖ Monitor and follow up on documents/correspondence dispatched to internal divisions and external offices, to ensure timely feedback
- ❖ Process correspondence including receiving, sorting, time-stamping, logging, and distributing incoming and outgoing correspondence and packages
- ❖ Ensure the safety of confidential files and records
- ❖ Operate office equipment such as photocopier/scanner, fax machine
- ❖ Compile and formulate technical and administrative reports
- ❖ Assist with the monitoring of the division's budget and keeps the Director abreast of the monthly expenditure
- ❖ Monitor the contract period of staff assigned to the department and follow up with the Human Resource Department to ensure the timely renewal of contracts
- ❖ Prepare the Division's annual leave roster and ensure that coverage is arranged in advance
- ❖ Maintain a record of annual vacation and other leave applications for the entire unit; and informs the Director of any habitual absents or lateness
- ❖ Record, compile and submit approved leave applications to the Human Resource department for the unit
- ❖ Coordinate the planning of performance evaluation exercises; and ensure that evaluation reports are submitted to the Human Resource Department
- ❖ Under the guidance of the Director, assist the Human Resource Development Unit with organizing training sessions, seminars and workshops for staff assigned to the division
- ❖ In collaboration with the other Administrative Assistants, plan and coordinate staff welfare activities for the Unit
- ❖ Maintain calendar of activities, meetings, and various events for the Director
- ❖ Assist with the review of fortnightly and monthly claims
- ❖ Perform other related functions assigned from time to time

SPECIFIC KNOWLEDGE/SKILLS REQUIRED:

- ❖ Good interpersonal, oral and written communication skills
- ❖ Good planning, organizing and time management skills
- ❖ Excellent skills in teamwork and cooperation
- ❖ Excellent integrity/ethics exercised in the performance of duties
- ❖ Demonstrates initiative and creativity
- ❖ Ability to work under pressure and meet deadlines
- ❖ Tact and decorum when dealing with people and ability to work on own initiative
- ❖ Competent in: MS Excel, MS PowerPoint, MS Word and Report and Minutes Writing
- ❖ Good knowledge of administrative or office management practices and principles
- ❖ Knowledge of the Ministry's policies and procedures

QUALIFICATION & EXPERIENCE:

- ❖ Associate Degree in Business Administration or related fields
- ❖ Minimum of two (2) years experience in a similar capacity

or

- ❖ Certificate Administrative Management -Level 2 (MIND)
- ❖ Two (2) years of working experience in a similar capacity
- ❖ Report and Minutes Writing Certification would be an asset

Application letter along with detailed resume should be submitted no later than

February 6, 2026 to:

**The Director
Human Resource Management and Development
Western Regional Health Authority
Lot 31b, Fairview Shopping Centre
St. James
Or e-mail: wrojobs@wrha.gov.jm**

NB: ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED