



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

VACANCY

Applications are invited from qualified persons for the position of:

HUMAN RESOURCE ADMINISTRATOR

(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 and Wellness) is currently seeking to employ a **Human Resource Administrator (GMG/AM 2)** for the **Training Department, Regional Office**. The Human Resource Administrator assists with duties such as the coordination of study leave activities including the processing of day release and orientation exercises. The incumbent is also responsible for providing administrative and secretarial support such as preparing correspondence, preparation of the reports, receiving visitors and scheduling meetings. Reporting to the Manager, Human Resource Development, the incumbent will also be expected to:

CORE FUNCTIONS:

- ❖ Prepare orientation packages and tokens to include Staff Orders for Public Service, the Authority's Human Resource Policies and Procedures Manual, Official Secrets Act form and other mandatory forms
- ❖ Ensure that there is always adequate supplies of all the documents and token required for the orientation package
- ❖ Assist with the planning of study leave interviews through coordination with the respective health departments/hospitals
- ❖ Assist with reviewing and compiling documents submitted for study leave and ensures that all relevant information is submitted
- ❖ Assist with contacting officers on study leave to follow up on progress and outstanding information/documents
- ❖ Assist with the planning and execution of orientation exercises for new employees
- ❖ Prepare letters and ensures that officers receive their respective copies
- ❖ Liaise and confirm with other secretaries/administrators from division/branches/units regarding usage of the conference/training room for meetings

- ❖ Receive, answer, screen and make telephone calls for the Manager and refers to appropriate officers from time to time
- ❖ Assist with preparing PowerPoint presentation for training

SPECIFIC KNOWLEDGE/SKILLS REQUIRED:

- ❖ Excellent written and oral communication skills
- ❖ Good human relations and interpersonal skills
- ❖ Good time management, planning and organizing skills
- ❖ Ability to work on own initiative
- ❖ Knowledge of the Public Service Regulation, practices and procedures
- ❖ Knowledge of Human Resource Management principles and practices
- ❖ Proficiency in the use of relevant computer software and computer applications including graphics design applications to include Canva

QUALIFICATION & EXPERIENCE:

- ❖ Associate Degree in Business Administration or CAM Level 2
- ❖ A minimum of two (2) years working experience in a related capacity
- ❖ Certification in Minutes/Report Writing would be an asset

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

March 19, 2026 to:

**The Director,
Human Resource Management and Development
Western Regional Health Authority
Lot 31b, Fairview Shopping Centre
P O Box 900
St. James**

Or

E-mail: wrojobs@wrha.gov.jm

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED