



**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 OFFICER
(Employee Relations & Staff Wellbeing) (GMG/AM 4)
(Vacant) - REGIONAL OFFICE
(Salary Scale: \$2,803,771.00 - \$3,770,761.00 per annum)**

The Western Regional Health Authority (a Statutory Body under the Ministry of Health and Wellness) is seeking to employ a **Human Resource Officer (Employee Relations & Staff Wellbeing)** for the **Regional Office**. Reporting to the Manager, Employee Relations & Staff Wellbeing, the incumbent will be responsible for providing administrative and secretarial support relating to employee relation matters. He/she will assist with the coordination of disciplinary hearings, mediations, union meetings, Board of Enquiry sitting as well as performing the function of Recording Secretary at various meetings.

CORE RESPONSIBILITIES:

- ❖ Assists with conducting investigations for disciplinary hearings and mediation sessions
- ❖ Drafts charge letters as directed by the Manager and in keeping with established policies and procedures
- ❖ Prepares case files for staff involved in disciplinary hearings
- ❖ Makes contact with disciplinary hearing panelists, union representatives, committee chairs, lawyers, defendants and witnesses to coordinate and confirm their availability for hearings
- ❖ Sends case files/reports to the respective individuals involved in a disciplinary hearing as directed by the Manager
- ❖ Follows-up on recommendations to be provided by the committee chairs of the disciplinary committees
- ❖ Liaises and confirms with other secretaries/administrators from division/branches/units about the usage of conference room for hearings

- ❖ Receives, screens and answers telephone calls for the Manager and refers to the appropriate officer from time to time
- ❖ Ensures prompt and accurate recording of the receipt and movement of correspondence
- ❖ Operates office equipment such as photocopier, fax machine in support of the work of the Director and the Unit
- ❖ Prepares monthly attendance reports for the department
- ❖ Maintains adequate office supplies for the division including official forms/documents for the Manager
- ❖ Liaises with other Regional Health Authorities and other government departments and agencies as required
- ❖ Performs any other duties that may be required/necessary for the effective functioning of the organization

SPECIFIC KNOWLEDGE/SKILLS:

- ❖ Excellent presentation, written, oral and communication skills
- ❖ Exhibits professionalism, tact, diplomacy and confidentiality to promote good working relationships among staff members
- ❖ Good human relations and interpersonal skills
- ❖ Good time management, planning and organizing skills
- ❖ Excellent integrity/ethics exercised in the performance of duties
- ❖ Working knowledge of the Authority's Human Resource Policy and GOJ Disciplinary Policy for Public bodies
- ❖ Working knowledge of laws and regulations governing employment and industrial relations
- ❖ Proficiency in the use of relevant computer software including spreadsheet, PowerPoint and other computer applications
- ❖ Knowledge of office management, principles, practices and procedures

QUALIFICATION & EXPERIENCE:

- ❖ Bachelor's Degree in Human Resource Management, Public Administration, Law or equivalent
- ❖ A minimum of two (2) years working experience in a related capacity

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