



**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 (Band 4)

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, Information Communication & Technology (ICT), the Administrative Assistant will provide administrative and secretarial support to ensure the efficient functioning of the ICT Unit.

CORE FUNCTIONS (include but not limited to):

- Schedules and coordinates meetings as directed by the Director, ICT
- Maintains a calendar of activities, meetings, and various events for the officers in the unit
- Serves as Minute-taker for meetings hosted by the Unit
- Records and transcribes minutes/notes and produces them in an acceptable format or as directed
- Composes routine correspondence; copies, disseminates, and posts documents and information as appropriate
- Types, formats, edits, revises, proofreads, and processes a variety of documents and forms including general correspondence, notices, reports, applications, memoranda, and other documents from rough drafts or verbal instructions
- Ensures the security of official and confidential records
- Maintains accurate and up-to-date office files and records for the Unit
- Creates and maintains Computer-Based Tracking information and reports including assigned databases, records, and lists; input corrections and updates
- Assists with the preparation of monthly, quarterly and annual reports in consultation with the Director, ICT
- Monitors and follows-up on documents/corresponds dispatched to internal divisions and external offices, to ensure timely feedback
- Requests, maintains and manages the distribution of office stationery and supplies for the department;
- Assists with research and provides information to facilitate the preparation of critical reports
- Monitors extension/renewal of staff's contracts/probationary period and prepares the relevant documents for continued employment
- Prepares and submits purchase requisition for approval by the Director, ICT for goods, services and works

- Follows up with the Procurement Department and the Regional Warehouse on procurement requests and the delivery of goods
- Submits and follows through on all tickets/ requests in regard to servicing, repairs and installation of computer hardware and software
- Updates and maintains internal extension directory and CUG directory
- Assists with monitoring the ticket system/ ICT Issues log and follow-up on the completion of the requests
- Records and follows through on requests submitted by the respective departments and parishes within other Regions
- Assists with the review and submission of fortnightly and monthly claims
- Assists with coordination and implementation of special assignments/events and projects for the Region
- Assists with the development and monitoring of the budget, Procurement Operational and Work plans for the Unit
- Represents the department at meetings and functions as directed by the Director, ICT

SPECIFIC KNOWLEDGE/SKILLS REQUIRED:

- Good interpersonal, oral and written communication skills
- Good planning, organizing and time management skills
- Knowledge of administrative or office management practices and principles
- Knowledge of Management Information Systems procedures
- Ability to record minutes and transcribe meeting notes
- Strong attention to detail; proactive approach
- Good analytical thinking, problem-solving and decision-making skills
- Proficiency in the use of Microsoft Office Suite

QUALIFICATION & EXPERIENCE:

- Associate Degree in Business Administration or a related field or Certificate in Administrative Management Level Two (2);
- At least two (2) years of experience in an administrative or related environment

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

June 12, 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**

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED