WESTMORELAND HEALTH SERVICES

VACANCIES

Application letter along with detailed resume should be submitted to:

E-mail: ***wphsjobs@wrha.gov.jm***

Manager, Human Resource Management and Development
Westmoreland Public Health Services
Barracks Road
Savanna-la-Mar
Westmoreland

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED

POSITION	LOCATION	SUMMARY	QUALIFICATIONS
ATTENDANT (WASHER) (LMO/TS 2) $1,018,108.00 - $1,369,212.00 per annum	SPGH &WHD	Under the direct supervision of the Transport Supervisor, the Attendant (Washer) is primarily responsible for the cleaning and sanitization of the health service/department fleet of vehicles in keeping with established standards and procedures. The officer is also responsible for assisting with other activities in the Unit.	• Ability to read and write plus one (1) year of relevant experience

POSITION	LOCATION	SUMMARY	QUALIFICATIONS
SENIOR ELECTRICIAN (SOG/ST 4) $2,943,959.00 - $3,959,299.00 per annum	SPGH	Under the supervision of the Maintenance Manager the Senior Electrician will lead and schedule the electricians' daily work, coordinate maintenance plans and requests, manage supplies and tools, and ensure completed work meets standards. They will also supervise, coach, train, and evaluate staff, providing technical support and addressing performance or quality issues.	• HEART- NVQ-J Level 4 Diploma in Electrical Maintenance • A minimum of three (3) years of experience in a similar capacity • Certification or training in Supervisor Management would be an asset
PATIENT CARE ASSITANT (HSC/HS 5) $1,792,163.00 - $2,130,319.00 per annum	SPGH	Under the direct supervision of the Charge Nurse, the Patient Care Assistant (HCS/HS 5) assists with caring for the patients, cleaning, sanitizing and organizing all clinical spaces and equipment, accompanying patients that are being transferred in and out of the hospital and ensure that supplies are available for use in assigned areas.	• Four (4) CXC subjects including English and a numeric subject • Certificate in Practical Nursing from a recognized institution • At least one (1) experience in a similar capacity would be an asset
OPERATING THEATRE TECHNICIAN (HTAC/HT 2) $2,078,360.00 - $2,247,517.00 per annum	SPGH	Under the supervision of the Nurse Manager the Patient care Assistant will support surgical procedures by preparing the operating room, equipment, and supplies; maintaining sterility; assisting the surgeon and scrub team; and helping position and transport patients. They will also handle specimens, medications, counts, and dressings, check equipment, replenish stock, and assist with cleaning and room turnover.	• Certification in Operating Theatre Technician Training • Experience in a similar capacity would be an asset

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ELECTROMECHANICAL TECHNICIAN $2,803,771.00 - $3,770,761.00 per annum	SPGH & WHD	Under the supervision of the Parish Administrative Officer/Operations Manager, the successful candidate will inspect, test, install, service, and repair electromechanical equipment and systems, including generators and laundry and kitchen equipment. They will document test results and defects, help develop preventive maintenance schedules, and use manuals and schematics to diagnose and repair faults.	• Bachelor's Degree in Mechanical Engineering • A minimum of ***two (2) years*** of experience in a similar capacity • Any equivalent combination of qualification and experience
MAINTENANCE MANAGER (SOG/ST 5) $3,501,526.00 - $4,709,163.00 per annum	SPGH	Under the Supervision of the Operations Manager the Maintenance Manager will lead the Maintenance Unit, overseeing daily operations, work priorities, repairs, and preventive maintenance. They will monitor contracts and compliance, contribute to budgeting and procurement plans, and provide technical support and training to staff. The role also includes staff development, succession planning, performance appraisals, and timely reporting.	• First Degree in Facility Management/ Business Administration/Public Administration, Engineering field or General Construction • A minimum of four (4) years of experience in a similar capacity • Certification in Supervisory Management would be an asset
DENTAL ASSISTANT (HTAC/DA1) $2,078,360.00 - $2,470,517.00 per annum	WHD	Under the supervision of the Dental Nurse or Surgeon the Dental Assistant will support the clinical team by maintaining dental inventory, sterilizing instruments, scheduling appointments, and preparing patients and equipment for procedures. Duties also include recording patient histories and vital signs, taking and processing X-rays as directed, making dental casts, assisting during and after procedures, providing oral-health and post-operative guidance, and	• Certification in Dental Assisting PLUS • Minimum of five (5) years relevant experience **OR** • Graduate from an approved training institution – 2 years training programme

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		preparing monthly reports.	
ARTISAN (PLUMBER) (LMO/TS 4) $1,711,060.00 to $2,301,208.00 per annum	WHD	Under the supervision of the Senior Maintenance Officer, the successful candidate will install and repair plumbing fixtures across facilities, operate and monitor the sewage plant, and carry out preventive maintenance. Duties also include checking for leaks and blockages, monitoring water tanks, and servicing and repairing pumps, pipelines, and sewage systems.	• Level 2 Certification from HEART Training Institute in Plumbing or equivalent • Secondary School Education • At least one (1) year work experience as a Plumber
SENIOR SECRETARY (OPS/SS 3) $1,711,060.00 - $2,301,186.00 per annum	WHD	The successful candidate will provide administrative support to the Parish Manager, helping ensure the office operates efficiently and allowing the Manager to focus on strategic leadership and oversight of hospitals and institutions across the Parish. Key duties include managing correspondence, schedules, meetings, and communications; preparing meeting materials and briefs; maintaining office supplies; transcribing and distributing minutes; reviewing documents for completeness; and prioritizing urgent matters while tracking deadlines and standards.	• Asc. Degree in Business Administration / Management or Certified Administrative Professional / Certified Administrative Management (CAM 3) accreditation or equivalent • Two (2) years' relevant experience in a similar capacity
TRANSPORT SUPERVISOR (GMG/AM 4) $2,803,771.00 - $3,770,761.00 per annum	WHD	Under the supervision of the Parish Administrative Officer will oversee transportation operations under the supervision of the Parish Administrator. Responsibilities include developing and implementing	• Bachelor's Degree in Business Administration, Public Administration, Operations Management or its equivalent

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		procedures, coordinating and tracking vehicle use, supervising team members, and maintaining a scheduled vehicle maintenance program with accurate repair records. The role also involves coordinating with regional teams and departments, resolving transport-related issues, monitoring costs against the approved budget, and carrying out other related duties as assigned.	• Minimum two (2) years work experience in a similar capacity • Certificate in Supervisory Management would be an asset
BIOMEDICAL TECHNICIAN (SOG/ST 4) $2,943,959.00 to $3,959,299.00 per annum	SPGH	The successful candidate will maintain, repair, install, and commission biomedical equipment to ensure it operates safely and effectively. Duties include testing and calibrating equipment, diagnosing faults, checking compliance with required standards, and keeping accurate records of installations, inspections, repairs, and failures. The role also involves updating and advising equipment users, coordinating maintenance with clinical staff, and guiding medical staff in the proper operation of biomedical equipment.	• Bachelor's Degree in Biomedical Engineering • A minimum of two (2) years of experience in a similar capacity • Any equivalent combination of qualification and experience