



## **JOB ADVERTISEMENT**

The South East Regional Health Authority (SERHA) is a statutory body under the Ministry of Health responsible for the management and operation of Public Health Services within the parishes of St. Thomas, Kingston & St. Andrew and St. Catherine.

The Authority invites applications from suitably qualified persons for the position of:

### **Personnel Officer (GMG/AM3) – Liguanea Region**

Under the general direction of the Human Resource Manager the incumbent is responsible for the preparation of all staffing reports as well as the processing of all correspondences relating to staff compensation and benefits, welfare, performance management, training and development according to the objectives of the department.

**Qualifications and Experience:** Bachelors Degree in Human Resource Management or similar training & at least two (2) years experience in a similar capacity preferred. Minimum training, knowledge and experience required to perform essential job functions.

**Required Skills:** Excellent supervisory and time management skills, Excellent oral and written communication skills, Ability to work as part of a team, Ability to interact with internal and external clients with excellent customer service, Good human relations and interpersonal skills, strong analytical skills and good judgement, flexible and willing to work under pressure.

Application letters along with résumés should be sent no later than Monday January 29, 2017 to:

**The Director, Human Resource Management & Industrial Relations**  
South East Regional Health Authority  
2<sup>nd</sup> Floor, the Towers  
25 Dominica Drive  
Kingston 5  
Email: [employment@serha.gov.jm](mailto:employment@serha.gov.jm)

*NB: We thank all applicants for responding; however, only short listed applicants will be contacted.*