



CIRCULAR NO. 12/2019
File No. 310/04 III

1st May, 2019

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant post of Assistant Matron, (IAC/IA 1) at the St. James Municipal Corporation, salary range: \$846,846-1,006,634 a year and any allowance(s) attached to the post.

Job Purpose: -

Under the general direction of the Matron, and in accordance with the Poor Relief Laws, Rules and Regulations of the Board of Supervision, the Assistant Matron is responsible for the supervision of staff and nursing care of residents of the Infirmary:

Key Responsibilities: -

- Supervises Patient Care Assistants, Nurse Aides, Cleaners and Cooks;
- Assists with the supervision of nursing care of residents;
- Ensures provision of occupational therapy for residents;
- Assists with Record keeping;
- Assists in maintaining the general hygiene of residents and (wards, kitchen, stores and laundry);
- Assists in maintaining discipline of Staff and Residents;
- Issues daily diet and supplies;
- Assumes the duties of Matron, during her absence.

Required Qualification and Experience: -

- Registered (General) Nurse or Registered Midwife or State Enrolled Nurses (UK) or Enrolled Assistant Nurse (Jamaica)

Or

- Such other nursing qualifications recognized by the Nursing Council of Jamaica for registration and employment in Hospital or similar Institutions
- Aptitude for working among the socially deprived;
- A minimum of three (3) years' experience.

Applications accompanied by documentary evidence of age and qualifications along with contact information inclusive of an email address (if available) and the names and addresses of two (2) referees should be submitted no later than the **24th May, 2019** to:

**Secretary
Local Government Services
Ministry of Finance and Planning Complex
2nd Floor, "G" Block
30 National Heroes Circle
Kingston 4**

Only shortlisted candidates will be contacted for interviews.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Municipal Corporation and brought to the attention of all eligible officers.



M. Martinez (Mrs.)
Secretary
Local Government Services
for Chief Personnel Officer

c: Permanent Secretary
Ministry of Local Government and Community Development