



## Career Opportunity

Applications are invited from suitably qualified persons to fill the position in the Corporate Services Division, International Talent Acquisition & Coordination, Ministry of Health & Wellness.

**Coordinator (GMG/SEG 2) (Band 8)**  
**Salary range: \$4,266,270 per annum**

### JOB PURPOSE

Under the supervision of the Director, the incumbent is responsible to coordinate end-to-end international sourcing activities for foreign health personnel, ensuring timely and efficient sourcing, screening, placement, and onboarding. The incumbent is also responsible for supervising the work permit processes ensuring compliance with the relevant government agencies

### KEY OUTPUTS:

- Logistics for international sourcing exercises, travel missions, and onboarding activities coordinated.
- RHAs staffing requirements consolidated and verified
- Submission, processing, and approval of all regulatory documentation, including work permits, visas, and professional licenses completed
- Structured orientation programs covering cultural adaptation, workplace safety, operational procedures, and administrative protocols developed and executed.
- Welfare services, including accommodation, transportation, health access, and integration support for international recruits implemented and managed
- Accurate and timely reports on Sourcing progress, welfare matters, compliance,

### KEY RESPONSIBILITY AREAS

#### Management / Administrative Responsibilities

- Supports the development, updating, and implementation of SOPs, Sourcing guidelines, and process improvements for the unit
- Maintains accurate records of all sourcing activities, candidate status, and OHS.
- Advises RHAs on deployment schedules and the allocation of health professionals across regions.
- Monitors the onboarding process to ensure new health professionals adjust effectively and receive all required resources and support.
- Provides training to international health professionals based on needs identified.
- Develops Individual Work Plans based on alignment to the Unit's Plan

#### Technical Responsibilities

- Coordinates full-cycle international sourcing process for all applicable categories of health professionals.
- Liaises with RHAs to identify staffing needs and consolidates regional requirements.
- Coordinates the logistics for Sourcing missions, including travel, documentation, and candidate materials.
- Tracks and manages sourcing pipelines, maintaining accurate databases and generating progress reports.
- Review and verify candidate documentation to ensure accuracy and compliance with professional and regulatory boards.



## TECHNICAL COMPETENCIES

- Sound knowledge of Government/Ministries policies and procedures
- Knowledge of global talent acquisition, workforce planning, and HR policies
- Expertise in visa/work permit applications, legal compliance, and documentation
- Skill in designing, delivering, and evaluating orientation and training programs
- Familiarity with international credential verification and professional licensing

## MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Human Resource Management, Public Administration, Business Administration, International Relations, or related field.
- Minimum 3 years' experience in Sourcing, HR administration, or project coordination (experience with international Sourcing is an asset).
- Equivalent combination of education and experience;
- Basic level proficiency in a foreign language is an asset

**Kindly submit a cover letter and resume along with the names, telephone numbers, and email addresses of two (2) references, one of whom must be a former or current supervisor.**

**Applications with résumés are to be submitted no later than [Friday, June 19, 2026](#), to:**

**Senior Director  
Human Resource Management & Development  
Ministry of Health & Wellness  
40 Knutsford Boulevard  
Kingston 5  
[jobs@moh.gov.jm](mailto:jobs@moh.gov.jm)**

**The Ministry of Health & Wellness thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.**