



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Data Entry Clerk
JOB GRADE: PIDG/RIM 1
DEPARTMENT: Health Promotion and Protection
REPORTS TO: Medical Officer of Health (Surveillance Unit)
MANAGES: N/A

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To produce weekly surveillance bulletin by sorting arranging and packing.

KEY OUTPUTS

Weekly surveillance bulletin produced and disseminated.

KEY RESPONSIBILITY AREAS

1. Produces weekly surveillance bulletins.
2. Sorts, arranges and Packs bulletins.
3. Disseminates surveillance bulletin to all parishes island wide.
4. Performs basic analysis of surveillance data.
5. Collates surveillance data from all parishes within the island.
6. Performs clerical duties.
7. Enters data in meningitis data base.
8. Enters data in Tuberculosis data base.

PERFORMANCE STANDARDS

1. Confidentiality of information is preserved.
2. Accurate information is entered into the disease surveillance system.
3. Deadlines are consistently met.
4. Data is entered quickly and accurately into databases

REQUIRED COMPETENCIES

Functional / Technical	Level s
Good Typing skills	
Confidentiality	

Core Competencies	Level s
Good written communication skill	
Good oral communication skill	
Computer skills	

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

Four (4) GCE 'O' level/ CXC subjects Grade 2, General Proficiency including English Language and Typing.

One year experience as a Data Entry Operator.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

AUTHORITY

To access confidential data.