MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Data Entry Clerk
JOB GRADE:	MIT/IT1
DEPARTMENT:	Health Promotion and Protection
REPORTS TO:	Medical Officer of Health, Surveillance and Administrator, Health Promotion and Protection
MANAGES:	N/A

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

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Employee   Date

Head of Department/Division   Date

Date received in Human Resource Division   Date created/revised

JOB PURPOSE
To enter data to databases used by the Surveillance Unit and compile and disseminate reports to the relevant persons and institutions.

KEY OUTPUTS

1. Data entered in Surveillance databases.
2. Disease outbreaks graphs created
3. Surveillance quarterly and annual reports completed

KEY RESPONSIBILITY AREAS

1. Types, organizes and compiles Surveillance annual and quarterly reports.
2. Creates database and enter data for all category of diseases.
3. Submits electronically all relevant information to CAREC
4. Prepares/Arranges Powerpoint presentation for Technical Officers
5. (Types and creates graphs).
6. Develops graphs and epidemiology curves for surveillance monitoring.
7. Troubleshoots and resolves computer problems in Surveillance unit.
8. Performs any other duties and responsibilities assigned.

PERFORMANCE STANDARDS

The job is satisfactorily performed when:

1. Assigned tasks and regular duties are effectively carried out in accordance with organization standards and principle
2. Data is entered correctly and in a timely manner
3. Confidentiality is maintained in the execution of duties

REQUIRED COMPETENCIES

Functional / Technical Competencies	Levels
Proficiency in the use of relevant computer applications in particular data entry applications	
Knowledge of Ministry of Health Policies and Procedures	
Knowledge of computer software and hardware maintenance	

Core Competencies	Levels
Excellent oral communication skills	1
Excellent written communication skills	1
Ability to work in an organized, logical and efficient manner	1
Ability to work in a team	1
Excellent interpersonal skills	1
Ability to use initiative	1

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Four GCE 'O' level /CXC Grade 2, General Proficiency including English Language and Typing.

- One year experience as a Data Entry Operator.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Exposure to confidential and sensitive information.

AUTHORITY
N/A