CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Data Entry Clerk
JOB GRADE:	**MIS/IT 1**
POST NUMBER:	**53619, 53636**
DIVISION/BRANCH:	Corporate Service Division/Human Resource Management & Development Branch
SECTION/UNIT:	Human Resource Management Unit
R**EPORTS TO:**	Human Resource Officer (HRMIS)
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

_____   _____
Employee   Date

_____   _____
Manager/Supervisor   Date

_____   _____
Head of Department/Division   Date

_____   _____
Date received in Human Resource Division   Date Created/Revised

1. **JOB PURPOSE (Reason for Existence)**

Under the supervision of the Human Resource Officer (HRMIS), the incumbent maintains computer databases for the HRMIS System. Also enters and verifies personal data on the computer.

2. **KEY OUTPUTS (Results, Deliverables)**

- Individual Work Plan prepared;
- Data entered and verified;
- Statistical tables produced;
- Electronic database created and maintained

3. **KEY RESPONSIBILITIES (Activities, Tasks)**

A.) **Management/Administrative Responsibilities:**

- Liaises with the Confidential Registry requesting Personal files;

- Enters and verifies data obtained from personal files on the computer;

- Maps each employee to his/her substantive and/or acting post where applicable in accordance with the Civil Service Establishment Act;

- Checks to ensure that accurate data has been entered into the database;

- Produces statistical tables by printing processed data from the computer monthly, quarterly and annually;

- Prepares data entry screen for simple data bases using standard applications

- Analyses the data using software packages;

- Secure entered information by creating data backup on a periodic basis;

- Create and maintains electronic database of Service Records on behalf of each employee;

- Advises the Human Resource Officer of mal-functioning equipment or other constraints which may prevent timely completion of assignment.

B.) Other Responsibilities

- Performs other related duties that may from time to time be assigned.

4. PERFORMANCE STANDARDS (How Success Will Be Measured):

- Individual Work Plan prepared in accordance with agreed format and within specified time frame;

- Data obtained from personal files entered and verified in a timely manner;

- Statistical tables produced are comprehensive and accurate;

- Electronic database created and maintained in accordance with established guidelines;

- Confidentiality and integrity are exercised at all times.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director Human Resource Management	Obtains/gives advice, receive directives, and guidance, , general information and feedback
Human Resource Manager	Obtains/gives advice, receive directives, and guidance, , feedback recommendations, general information and feedback
Human Resource Officer (HRMIS)	Obtains/gives advice, receive directives, and guidance, work assignments, feedback recommendations, general information and feedback
Staff In the System Information Technology Branch	Computer related queries

ii) External Contacts

Contact	Purpose of Communication

6.   REQUIRED COMPETENCIES:

Core

- Good written, oral and communication skills;
- Good human relations and interpersonal skills;
- Good planning and time management skills;
- Ability to exercise attention to detail;
- Good skills in teamwork and cooperation;
- Ability to type quickly and accurately for extended periods;
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Good knowledge of Ministry's policies and procedures;
- Knowledge of Record an File Management Systems
- Sound knowledge of HRMIS System (GOJ/HRMIS);
- Proficiency in the use of relevant computer software and computer applications.

7.   MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Four (4) O' Level including English and a numeric subject;
- Minimum of one (1) years work experience.
- Working knowledge of data entry applications.

8.   SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Exposure to highly confidential information;

- Required to work beyond normal working hours whenever the need arises.

9. AUTHORITY:

- N/A

10. WORKING CONDITIONS:
- Normal office conditions.