



Southern Regional Health Authority



Compassion | Accountability | Respect | Efficiency

3 Brumalia Road, Mandeville, Manchester, Jamaica WI

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Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at the **Mandeville Regional Hospital**.

DATA ENTRY CLERK - (MIS/IT2) - VACANT

(Salary range \$1,711,060 - \$2,301,186 per annum and any applicable allowances)

Under the direct supervision of the Senior Human Resource Officer the incumbent is expected to provide clerical support to the Human Resource Department by scanning and uploading staff files to the MyHR+ platform in an efficient manner and according to standard operating procedures.

Qualifications and Experience:

- Five (5) subjects at CSEC/GCE O' Level inclusive of English Language and Mathematics
- Certification in Information Technology/Computer Science
- Minimum 2 years' work experience in the field of data management field

Required Knowledge, Skills & Competences:

- Working knowledge of Microsoft Office
- Good oral and written communication skills
- Good time management and problem-solving skills
- Able to respond to deadlines and prioritize accordingly
- Be detail oriented and highly confidential
- Ability to ensure that the accuracy of data is maintained
- Good interpersonal skills

Key Responsibilities will include:

- Transferring data from hard copy to a digital database by scanning and uploading documents.
- Updating Staff information on to a digital platform.
- Verifying outdated data and take the necessary steps to update the records.
- Operating common office equipment, like scanners and printers.
- Searching for and investigate information contained in files.
- Inputting text-based and numerical information from source documents.
- Ensuring that the correct information is being uploaded to the system.
- Providing occasional administrative support.
- Sorting and organizes hard copies of paperwork after entering data electronically.
- Reviewing data for deficiencies or errors.
- Verifying that all document uploaded are in the correct fields.
- Assisting with special projects that require large amounts of data entry.
- Creating spreadsheets to track important staff information such as work permits and Licences.
- Ensuring that the files are managed with utmost confidentiality.
- Retrieving data as requested.
- Typing in data quickly and efficiently.

Applications along with resume should be sent no later than **Wednesday May 08, 2024** to:

The Senior Human Resource Officer

Mandeville Regional Hospital

32 Hargreaves Avenue

Mandeville, Manchester

E-Mail - mrhpersonnel32@gmail.com

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED

