



MINISTRY OF
**HEALTH &
WELLNESS**

Southern Regional Health Authority

PERCY JUNOR HOSPITAL

Compassion | Accountability | Respect | Efficiency

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 **PERCY JUNOR HOSPITAL**:

DATA ENTRY CLERK (MIS/IT 1)- HUMAN RESOURCE DEPARTMENT (Vacant)

(Salary range \$1,181,428 -\$1,588,889 per annum and any allowance (s) attached to the post)

Under the direct supervision of the Assistant 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 & 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 and Skills:

- 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:

- 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- Verifying outdated data and take the necessary steps to update the records.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 Licenses.
- Ensuring that the files are managed with utmost confidentiality.
- Retrieving data as requested.
- Typing in data quickly and efficiently.

Special conditions associated with job

- Normal working hours.
- Maybe required to work beyond normal working hours and on weekends during special work projects.

Applications along with resume should be sent no later than **JUNE 12, 2024** to:

Assistant Human Resource Officer
Percy Junor Hospital
Spalding P.O.,
Clarendon

E-Mail - percyjunosjobs@gmail.com

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL****

PLEASE INDICATE IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE
POSITION FOR WHICH YOU ARE APPLYING FOR**

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.