



MINISTRY OF
**HEALTH &
WELLNESS**

Southern Regional Health Authority
Clarendon Health Department
Compassion | Accountability | Respect | Efficiency



JOB ADVERTISEMENT

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health 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:

Data Entry Clerk (HIV Unit) – Clarendon - (MIS/IT1)

The incumbent is responsible for the compilation and computation of data used in the surveillance and research studies of the HIV Unit.

Minimum Required Qualifications and Experience:

- Four (4) CXC/O'level subjects – Including Mathematics and English Language.
- Diploma in Computer applications inclusive of word processing and spreadsheet applications.
- Two (2) years working experience.

Required Skills & Competencies:

- Excellent oral and written communication skills.
- Excellent analytical and report writing skills.
- Excellent interpersonal and relationship building skills.
- Excellent typing skills

Key Responsibilities:

- Computing statistical data according to formulas.
- Operating the computer to enter and retrieve data and prepare correspondence and reports.
- Preparing reports and graphs to show comparisons or survey results of statistical information obtained.
- Verifying completeness and accuracy of source data.
- Compiling statistics from source data such as tally sheets, surveys and questionnaires to ensure completion of needed reports.
- Keeping track electronically and hard copy of received data and source documents.

Applications along with resume should be sent no later than **Thursday, December 24, 2020** to:

The Parish Personnel Officer
Clarendon Health Services
1-3 Jackson Street
Denbigh, Clarendon
Email : chdpersonneldept@yahoo.com

NB: We thank all applicants for responding; however, only short listed applicants will be contacted.