

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
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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 **St. Elizabeth Health Services (with coverage at Mandeville Regional Hospital)**:

RE-ADVERTISED

DATA ENTRY CLERK - HIV UNIT (MIS/IT2) - VACANT

(Salary range \$968,402 - \$1,151,126 per annum and any applicable allowances)

Reporting to the Regional HIV/STI/Tb Coordinator or her designate, the incumbent is responsible for the input, uploading and scanning of data into the relevant databases to facilitate the monitoring and evaluation functions of the HIV Programme. The Officer will also support the implementation of the Monitoring & Evaluation and research activities outlined in the work plan as well as strengthen the capacity of stakeholders in data entry and data management by the provision of technical assistance

Qualifications and Experience:

- Associate Degree in Computer Science/Information Technology or related field
- At least two (2) years related experience
- Data entry experience is an asset
- Familiarity with the current HIV databases is an asset

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:

- Performing data entry in several different databases including highly confidential information
- Providing data entry support to Sub-Recipients in the HIV Response
- Assisting with the gathering/collation of data and data collection forms from various sources
- Performing validation and verification of data entry forms with documentation of findings
- Collaborating with professional staff and field officers in the collection, collation, and analysis of data from M & E system including data for donor reporting.
- Participating in training workshops to build capacity in Data Quality among sub-recipients and other stakeholders
- Working closely with the Regional M & E Officer and Regional Data Manager to prepare reports
- Performing duplication checks on data entry forms
- Performing simple systems administration duties such as backing up databases, internet search, and antivirus updates etc.
- Performing general office administrative duties such as taking messages, preparing reports, liaising with other component staff
- Assisting with other statistical updating exercises undertaken by the Unit

Applications along with resume should be sent no later than **Wednesday, June 08, 2022** to:

Director, Human Resource Management & Development
Southern Regional Health Authority
3 Brumalia Road
Mandeville

E-Mail - jobs@srha.gov.jm

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED