

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**.

## **DATA ENTRY CLERK (MIS/IT 2 - Pay Band 4)**

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

### **Job Purpose:**

Under the supervision of the Treatment Care & Support Officer, the Data Entry Clerk:

- Works closely with the Monitoring and Evaluation (M&E) Team to support the effective implementation of the programme activities and contribute to the achievement of the programme goals and objectives. To input, upload or scan data in the relevant databases to facilitate the monitoring and evaluation functions of the NHP.
- Supports the implementation of M&E and research activities outlined in the work plan.
- Strengthens the capacity of stakeholders in data entry and data management by provision of technical assistance.

### **Qualifications and Experience:**

- Minimum of five (5) *GCE/CXCs* or equivalent (inclusive of English Language)
- Computer Literacy: Working knowledge of Microsoft Word, Access and Excel
- Data entry experience is an asset
- Familiarity with the current HIV databases is an asset

### **Required Knowledge, Skills & Competences:**

- Excellent oral and written communication skills.
- Excellent data management skills.
- Excellent interpersonal and relationship building skills.
- PC operating skills (spreadsheets, word processing and other database applications).
- Knowledge of quality assurance principles.
- Knowledge of health care practices and linkages system at the Primary, Secondary and Tertiary levels.
- Knowledge of statistical calculation related to health information.
- Ability to analyse and interpret basic statistical data.
- Good time management and organizing skill

### **Key Responsibilities will include:**

- Performing data entry in several different databases including highly confidential information
- Developing and maintaining tracking system for reports received and processed by the NHP.
- 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 e.g. Global Fund
- Preparing submission for quarterly HIV M&E update
- Contributing to the preparation of study documents for IRB submission
- Participating in training workshops to build capacity in Data Quality among sub-recipients
- Working closely with Biostatistician 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.
- Assisting with other statistical updating exercises undertaken by the Unit

Applications along with resume should be sent no later than Monday, February 10, 2025 to:

The Senior Human Resource Officer  
St. Elizabeth Health Department  
1 Brigade Street  
Black River, St. Elizabeth  
E-Mail - [jobssehd@gmail.com](mailto:jobssehd@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\*\***

**NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED**

