



NORTH-EAST REGIONAL HEALTH AUTHORITY

DATA ENTRY CLERK (MIS/IT 2)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary, and Portland, is seeking to fill the position of **Data Entry Clerk** at the **Regional Office**.

Summary:

Under the general direction of the **Regional NCD Coordinator**, the Data Entry Clerk will support the parishes as well as the Regional Office in the collection and collation of robust NCD programme data and provides the necessary administrative support to the NCD team whilst ensuring that high levels of confidentiality, efficiency and productivity are maintained.

Required Qualification & Experience:

- Associate Degree in Computer science / Information technology
- Five (5) CXC/GCE/CSEC subjects inclusive of English Language and Mathematics.
- A minimum of two (2) years working experience in the field would be an asset.

Specific Knowledge, Skills & Abilities:

- Ability to communicate effectively both in written and oral format.
- Ability to display good interpersonal skills.
- Good time management skills.
- The ability to work in a confidential environment

Key responsibilities will include but not limited:

- Maintenance of NCD registers and data systems
- Generation and updating of routine reports to the database on a timely basis.
- Attending all training workshops that may be organized from time to time that are geared towards database and data entry improvement.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 1,370,094 – 1,842,625 per annum.

Applications along with detailed application and resume should be submitted no later than **Friday, 2023 February 03** to:

**The Director,
Human Resource Management & Development
North-East Regional Health Authority
34-38 Ocean Village Shopping Centre, Ocho Rios
St. Ann**

E-mail: jobs@nerha.gov.jm or Fax: (876) 795-2747

WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT-LISTED APPLICANTS WILL BE ACKNOWLEDGED.