



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 91
OSC Ref. C.4858³¹

18th March, 2019

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the post of **Data Entry Technician 2 (MIS/IT 2) – (Vacant)** in the **Information and Communication Technology Unit, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**, salary range \$852,707 - \$1,013,600 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Applications Manager (MIS/IT 6), the Data Entry Technician 2 (MIS/IT 2), ensures the correct use of computer and peripherals for the input of data and information, establishes and maintain databases, computer files and produce reports according to specifications.

Key Responsibilities

- Establishes and maintains databases and computer files and produces reports according to specifications;
- Examines and interprets source documents and user manuals for the establishment of databases and computer files;
- Edits and codes source documents in accordance with specified standards;
- Key punches and verifies data and text according to source documents and keypunching instructions;
- Produces computer processed outputs;
- Examines computer outputs for accuracy and completeness;
- Reports any malfunctioning of computers and peripherals;
- Reports all problems and causes for interruption in the processing of data and information and the production of reports.

Required Knowledge, Skills and Competencies

Core:

- Sound integrity and ethics
- Good oral and written communication skills
- Ability to work in teams
- Good Interpersonal skills
- Customer and Quality Focus

Technical:

- Excellent knowledge of Windows Operating System
- Excellent knowledge of Microsoft Office Applications
- Excellent Data Entry and Typing skills

Minimum Required Qualification and Experience

- Diploma in Computer Science or equivalent from a recognized tertiary institution.
or
- Certificate in Computer Science and 1-2 years' experience in related field;
- Certificate in Supervisory Management (optional);
or
- Any other combination of training and experience that would be equivalent to the above criteria.

Special Condition Associated with the Job

- Exposure to computer monitor for long periods.

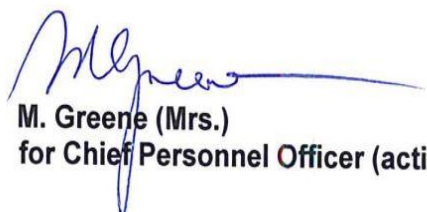
Applications accompanied by résumés should be submitted **no later than Friday, 29th March, 2019 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.gov.jm

Please note that only short listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


M. Greene (Mrs.)
for Chief Personnel Officer (acting)