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**CIRCULAR No. 83**  
**OSC Ref. C.6000<sup>6</sup>**

11<sup>th</sup> April, 2018

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 following vacant posts in the **Police Department**:

1. **Quality Control Supervisor (MIS/IT 3)**, salary range \$1,010,789 – \$1,201,511 per annum and any allowance(s) attached to the post.
2. **Data Entry Officer (MIS/IT 2)**, salary range \$852,707 – \$1,013,600 per annum and any allowance(s) attached to the post.

1. **Quality Control Supervisor (MIS/IT 3)**

**Job Purpose**

The incumbent is responsible for supervising the process of inputting data into relevant database as well as transcribe routine pre-coded information, verify data for accuracy and completeness in accordance with specific prescribed standards of speed and accuracy.

**Key Responsibilities**

- Data Centre:
  - ✓ Co-ordinates the collection, verification and the recording of Police Diaries from various Divisions on prescribed form;
  - ✓ Oversees the coding of diaries received from the different stations and distributes diaries to each Data Entry Clerk for processing in the MNS database;
  - ✓ Diary Indexing and Electronic Coding Database;
  - ✓ Records Management Database;
  - ✓ Collects and audits processed books allocated to data entry clerks, Diary Image and Data Link;
  - ✓ Maintains records of work received and completed;
  - ✓ Identifies and corrects errors which become evident in the data entry process;
  - ✓ Prepares Weekly/Monthly Progress Reports on collation and processing of Police Diaries.
- Control Centre:
  - ✓ Assigns Diaries for data input;
  - ✓ Schedules Staff Shift System;
  - ✓ Monitors Staffing function for greater efficiency of production;
  - ✓ Quality Control.
  - ✓ Data Management.
- Co-ordinates the data management of the following activities:
  - ✓ QR Patrols Activities
  - ✓ Stolen Phones Website
  - ✓ Vehicle Tracking and Camera's Activities
  - ✓ Digital Registries
  - ✓ Traffic Handheld Devices
  - ✓ Legacy Diary Digitization
    - Physical Diary
    - Technical Issues

- Technical Issues
- Human Resource
- Data Management

### **Required Knowledge, Skills and Competencies**

#### ***Technical:***

- Knowledge of relevant computer software applications being used
- Working knowledge of modern office practices, systems and procedures
- Knowledge of the Ministry of National Security (MNS) operations

#### ***Core:***

- Excellent oral and written communication skills
- Ability to work in a team
- Ability to follow instructions
- Ability to work on own initiative with minimum supervision
- Good organizational skills
- Responsive to job demands

### **Minimum Required Qualification and Experience**

- Secondary level education;
- Supervisory experience.

### **Special Conditions Associated with the Job**

- Long hours sitting at computer terminals;
- Flexible working hours.

## **2. Data Entry Officer (MIS/IT 2)**

### **Job Purpose**

The incumbent is responsible for inputting data into relevant database as well as transcribe routine pre-coded information, verify data for accuracy and completeness in accordance with prescribed standards of speed and accuracy.

### **Key Responsibilities**

- Electronic conversion of all diary entries into the document management database;
- Formulates metadata for database interrogation;
- Diary Scanning and linking to core database;
- Reports malfunctioning equipment or any other constraints which might prevent the timely completion of assignments.

### **Required Knowledge, Skills and Competencies**

#### ***Technical:***

- Expert knowledge of relevant computer systems and applications
- Working knowledge of modern office practices, systems and procedures
- Knowledge of the Ministry of National Security (MNS) operations

#### ***Core:***

- Excellent oral and written communication skills
- Good interpersonal skills
- Ability to follow instructions
- Good Time Management skills
- Excellent comprehension skills
- Excellent eyesight and finger dexterity

**Minimum Required Qualification and Experience**

- Secondary level education.

**Special Conditions Associated with the Job**

- Long hours sitting at computer terminals.
- Flexible working hours

Applications accompanied by résumés should be submitted **no later than Tuesday, 24<sup>th</sup> April, 2018 to:**

**Senior Director  
Human Resource Management and Development  
Police Department  
NCB South Tower  
3<sup>rd</sup> Floor, 2 Oxford Road  
Kingston 5**

Email: [hrbranch@jcf.gov.jm](mailto:hrbranch@jcf.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. Martinez (Mrs.)  
for Chief Personnel Officer (acting)