



Career Opportunity

Applications are invited from suitably qualified persons to fill the position in the Corporate Services Division, Human Resource Management & Development, Ministry of Health & Wellness.

Data Entry Clerk (MIS/IT 1) (Band 2)
(Vacant)
Salary range: \$1,181,428.00 per annum

JOB PURPOSE

Under the general supervision of the Senior Human Resource Officer (HRMIS), the Data Entry Clerk is responsible for accurately uploading, scanning, and maintaining employee-related documents in the MyHR+ Human Resource Management Information System. The incumbent ensures that all employee records are digitized, organized, and updated. The role also involves in supporting the Ministry's digital transformation agenda by facilitating the seamless migration of HR data from manual to electronic platforms.

KEY OUTPUTS:

- Technical challenges promptly reported
- Documents scanned and uploaded;
- Statistical tables produced;
- Electronic employee records created, updated and maintained
- Document classification and naming conventions consistently applied.
- Database security and integrity maintained
- Confidentiality and data protection protocols observed.
- MYHR+ reports generated
- MYHR+ Upload Log maintained
- Individual Work Plan prepared;
- Reports prepared and submitted

KEY RESPONSIBILITY AREAS

Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall plan for the section and GOJ PMAS Guidelines;
- Participates in meetings, seminars, workshops and conferences as required;
- Participate in HRMIS training sessions and support MyHR+ orientation for HR staff.

Technical Responsibilities

- Uploads, scans, and indexes all relevant employee documents (appointments, transfers, promotions, leave records, appraisals, etc.) into the MyHR+ system.
- Conducts periodic audits to ensure uploaded documents are accurate, consistent, and complete. Updates and verifies data obtained from personal files to the MyHr+ platform;
- Identify and correct errors or missing data in coordination with the Senior HRO (HRMIS). Maintains detailed upload logs and progress tracking reports.
- Maps each employee to his/her substantive and/or acting post where applicable in accordance with the Civil Service Establishment Act;
- Checks to ensure that accurate data has been entered into the MyHr + database;
- Produces statistical tables by printing processed data from the MyHr+ database monthly, quarterly and annually or as required;

- Protects sensitive employee information and adhere to data protection and confidentiality standards.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE
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- Four (4) O' Levels including English and a numeric subject;
- Minimum of One (1) years' work experience.
- Working knowledge of data entry applications would be an asset

Kindly submit a cover letter and resume along with the names, telephone numbers, and email addresses of two (2) references, one of whom must be a former or current supervisor.

Applications with résumés are to be submitted no later than Friday, July 24, 2026 to:

**Senior Director
Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
jobs@moh.gov.jm**

The Ministry of Health & Wellness thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.