



## MINISTRY OF LABOUR AND SOCIAL SECURITY

### **CAREER OPPORTUNITY**

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position:-

#### **DATA ENTRY CLERK (MIS/IT 1) (VACANT)**

Applications are invited from suitably qualified officers to fill the position of **Data Entry Clerk (MIS/IT 1) (Vacant) within the Labour Exchange Unit- St. Mary Local Office.**

#### **JOB PURPOSE**

To input, update and reproduce data from the Electronic Labour Exchange Department.

#### **KEY OUTPUTS**

- Accurate, authentic and completed electronic and physical records of captured data
- Completed source documents submitted to data control

#### **KEY RESPONSIBILITY AREAS**

- Exercising responsibility for accepting recording filing documents such as job application.
- Exercising responsibility for the verification and assistance of all employers' registration entered on the LMIS website
- Maintaining a records/documents by assigning file numbers and keeping an update filing system, for example, sorting local employment application alphabetically and categorically
- Maintaining a record of complaints and application for the Labour Exchange in an electronic format
- Preparation of out flowing document and correspondence to customer.  
Obtaining and collating information needed from files and telephone calls.
- Assist jobseekers to use computer both to query possible job openings or to post resume to website.
- Conduct screening , interviews and placement for jobseekers  
Solicit jobs for jobseekers;
- Assists jobseekers and employers in registering on the LMIS website
- Post and edit job vacancies to LMIS website
- Post and edit upcoming events to LMIS website
- Approve companies that are registered on the LMIS website
- Compile placement listing and transcribe to the database
- Access and provide reporting information on website, example: the number of jobseekers and employers registered to the website

- Inform candidates through the website of any additional information or adjustments to be done to resume
- Conduct and assist in conducting Job Readiness Sessions
- Make presentations on various topics
- Assist in the coordination of all activities in the Electronic Labour Exchange

### **PERFORMANCE STANDARDS**

- Number of documents organised maintained interpreted and entered per month
- Number of reports collated for submission
- Number of Telephone calls to solicit employment per month

### **REQUIRED COMPETENCIES**

- Methodical
- Teamwork & Cooperation
- Use of Technology
- Goals/Results Oriented
- Compliance

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- 4 CXC or GCE O'Level subjects.
- Computer literate
- Ability to type well

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Island wide travel on occasion in promotional activities for the Department

### **AUTHORITY**

Make recommendations to improve data capture to increase overall efficiency of operation.

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Friday, August 29, 2025** addressed to

Senior Director, Human Resource Management and Development  
Ministry of Labour and Social Security,  
14 National Heroes Circle, Kingston 4

Applications and resumes may also be sent to: [resume@mlss.gov.jm](mailto:resume@mlss.gov.jm)  
The complete job descriptions may be viewed on our website at:- [www.mlss.gov.jm](http://www.mlss.gov.jm)  
**Please note that only shortlisted persons will be contacted.**