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 PROCESSING CLERK (MIS/IT 2) (VACANT)

Applications are invited from suitably qualified officers to fill the position of **Data Processing Clerk (MIS/IT 2) (Vacant) within the Employment Agencies Unit- North Street.**

Job Purpose:

Responsible for the capture, storage, processing and retrieval of data/information pertinent to the operation of the Employment Agencies Unit.

Key Outputs:

- o Maintenance of List of eligible Agencies
- o Maintainenance of electronic files on all registered agencies being inspected and monitored by the Employment Agencies Unit
- o Data / information processed and generated to specification as required...
- o Reports prepared based on data collected from registered agencies
- o Maintenance of case files on complaints submitted to the Department

Key Responsibility Areas:

- o Enter data from source documents into database by using a formatted data entry screen.
- o Ensure that files for registered employment agencies and case files for complaints submitted are updated on a regular basis.
- o Process and retrieve data for use as directed.
- o Carry out the relevant procedures to ensure that information in the database is properly stored and easily accessed and agency files are updated on a regular basis.
- o Update complaints case files as necessary
- o Carry out the necessary procedures to ensure that stored data is secured and backed up.
- o Generate statistical reports and other data as requested.
- o Conduct regular online search for relevant information in relation to the operation of illegal employment agencies.
- o Liaise with the relevant officer (s) in the Planning Monitoring and Research Unit to ensure that required data is submitted to that Unit.

Performance Standards:

- o Lists of eligible employment agencies are maintained
- o Electronic records on Agencies and case files are current.
- o Data entry is accurate and error free.
- o Data generated for statistical/other reports are accurate and reliable.
- o Stored data is easily accessed.

Special conditions associated with the job:

• Normal working environment
Required Competencies (Core and technical to be specified):

- o Good oral and written communication skills
- o A team player
- o Proficiency in the use of the current computer applications

- o Highly confidential
- o Ability to type very well.

<u>Minimum Required Education and Experience</u>

4 CXC or GCE O' Levels
Certificate in Information Technology from a reputable Training Institution
Three (3) years experience in the field of information technology

Please visit https://www.lmis.gov.jm/ and submit applications accompanied by resumes no later than **<u>Friday, August 29, 2025</u>** 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
The complete job descriptions may be viewed on our website at:- www.mlss.gov.jm
<u>Please note that only shortlisted persons will be contacted.</u>