



# Southern Regional Health Authority



Compassion | Accountability | Respect | Efficiency

3 Brumalia Road, Mandeville, Manchester, Jamaica WI

Tel: (876) 625-0612-3 / 962-9491 / 962-8232

Website: [www.srha.gov.jm](http://www.srha.gov.jm)

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at the **St. Elizabeth Health Services**.

## **DATA ENTRY CLERK (MIS/IT 2 - Pay Band 4)**

(Salary range \$1,711,060 - \$2,301,186 per annum and any applicable allowances)

### **Job Summary:**

Under the general supervision of the Chief Public Health Inspector/Deputy Chief Public Health Inspector, the incumbent will provide support services to the Environmental Health Unit in processing of the appropriate permits/licenses for the operation of various establishments in accordance with the Public Health Act.

### **Qualifications and Experience:**

- Minimum of five (5) *GCE/CXC*s or equivalent (inclusive of English Language, Mathematics)
- Certification in Information Technology/Computer Science;
- Minimum two (2) years work experience in the field of data management.

### **Required Knowledge, Skills & Competences:**

- Excellent oral and written communication skills.
- Excellent data management skills.
- Excellent interpersonal and relationship building skills.
- PC operating skills (spreadsheets, word processing and other database applications).
- Knowledge of quality assurance principles.
- Knowledge of Primary Health Care System
- Basic Knowledge of Public Health Act
- Knowledge of the application procedures for permits/licenses under the Public Health Act
- Good time management and organizing skill

### **Key Responsibilities will include:**

- Receive and document applications for Food Handlers from the various Health Districts
- Process and prepare applications for Food Handlers Permits (new and renewals).
- Prepare annual, bimonthly and monthly schedule for Food Handlers and Barbers and Hairdressers sessions.

- Process and prepare all applications and permits for Barbers, Hairdressers, Cosmetologists, Nail Technicians and Students.
- Maintain file system for permits, new and renewal.
- Maintain database for permits, new and renewal.
- Sort, log and distribute completed permits to relevant Health Districts
- Liaise with Supervisory Public Health Inspectors on matters relating to applications received.
- Receive and direct calls and queries relating to food handlers training and permit to the relevant personnel for action
- Assist with the photocopying, printing and scanning of documents
- Any other duties assigned by supervisor.

Applications along with resume should be sent no later than Monday, May 29, 2026 to:

**The Senior Human Resource Officer**  
**St. Elizabeth Health Department**  
**1 Brigade Street**  
**Black River, St. Elizabeth**  
**E-Mail - [jobssehd@gmail.com](mailto:jobssehd@gmail.com)**

**\*\*IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL\*\***

**PLEASE INDICATE IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING\*\***

**NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED**

