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

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 **Mandeville Regional Hospital**:

DATA ENTRY CLERK – (MIS/IT2) – VACANT

(Salary range $1,796,613 - $2,416,245 per annum and any applicable allowances)

Under the direct supervision of the Senior Human Resource Officer the incumbent is expected to provide clerical support to the Human Resource Department by scanning and uploading staff files to the MyHR+ platform in an efficient manner and according to standard operating procedures.

Qualifications and Experience:

- Five (5) subjects at CSEC/GCE O' Level inclusive of English Language and Mathematics
- Certification in Information Technology/Computer Science
- Minimum 2 years' work experience in the field of data management field

Required Knowledge, Skills & Competences:

- Knowledge of the Staff Orders
- Knowledge of Human Resources Policies
- Excellent knowledge of Data Entry
- Knowledge of the Records Keeping
- Knowledge of Filing Administration
- Knowledge of HR's Standard Operating Procedures
- Knowledge of Leave Administration
- Knowledge of the MyHR+ platform
- Knowledge of the Performance Management Appraisal System
- Ability to communicate effectively both written and orally
- Excellent knowledge of Computer Applications.
- Excellent time management skills
- Excellent customer quality focus skills

Key Responsibilities will include:

- Transferring data from hard copy to a digital database by scanning and uploading documents.
- Updating Staff information on to a digital platform.
- Verifying outdated data and take the necessary steps to update the records.
- Operating common office equipment, like scanners and printers.
- Searching for and investigate information contained in files.
- Inputting text-based and numerical information from source documents.
- Ensuring that the correct information is being uploaded to the system.
- Providing occasional administrative support.
- Sorting and organizes hard copies of paperwork after entering data electronically.
- Reviewing data for deficiencies or errors.
- Verifying that all document uploaded are in the correct fields.
- Assisting with special projects that require large amounts of data entry.
- Creating spreadsheets to track important staff information such as work permits and Licences.
- Ensuring that the files are managed with utmost confidentiality.
- Retrieving data as requested.

- Typing in data quickly and efficiently.

Applications along with resume should be sent no later than Wednesday **December 02, 2026** to:

Senior Human Resource Officer
Mandeville Regional Hospital
32 Hargreaves Avenue
Mandeville P.O., Manchester
FAX (876) 625-8493
E-Mail – jobsmrh@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