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(CENTRAL GOVERNMENT)
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CIRCULAR No. 101   **8th May, 2020**
OSC Ref. C.4858[35]

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to/fill the following posts in the **Information and Communication Technology Unit, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF).**

1. **Data Control Supervisor (MIS/IT 3)** – **(Not Vacant)**, salary range $1,103,782 – $1,312,050 per annum and any allowance(s) attached to the post. **(See Page 1)**

2. **Data Entry Technician (MIS/IT 2) – (Vacant)**, salary range $931,156 – $1,106,851 per annum and any allowance(s) attached to the post. **(See Page 2)**

1.   **Data Control Supervisor (MIS/IT 3)**

Job Purpose

Under the direct supervision of the Director (MIS/IT 7), the Data Control Supervisor (MIS/IT 3) ensures the correct use of computer and peripherals for the input of data and information, production of reports and performs basic administrative functions in the Unit.

Key Responsibilities

Management/Administrative:
- Develops and maintains a proper filing system to facilitate easy access, retrieval and security of files;
- Controls the movement of files between the Director, staff of the Unit and other Departments;
- Maintains a log of incoming and outgoing correspondence, reports and source documents;
- Organizes Staff Meetings, prepares Minutes and disseminates information within the Unit;
- Manages the personal files of employees of the Unit and updates leave applications and bio-data for Director's signature;
- Answers Helpdesk telephone, logs requests, dispatches User Support Technicians and maintains appropriate service records;
- Monitors the Helpdesk Platform and assigns tickets to appropriate staff member, directly or after consultation with Director or respective Manager, where necessary;
- Prepares reports and performs other duties as directed by the Director.

Technical:
- Maintains a log of source documents entering the Unit for processing;
- Examines and interprets source documents and user manuals for the establishment of databases and computer files;
- Keypunches and verifies data and text according to source documents and keypunching instructions;
- Consults with Programmers/Systems Analyst/Applications Manager to define and resolve problems in entering data or text and/or running computer programmes;
- Assists Data Entry Technicians to define and resolve problems in entering data or text and/or running computer programmes;
- Produces computer processed outputs;
- Examines computer outputs for accuracy and completeness;
- Reports any malfunctioning of computers and peripherals;
- Documents and reports all problems and causes for interruption in the processing of data and information and the production of reports;
- Trains Data Entry Technicians (permanent or contracted) in the interpretation of source documents, keypunching instructions, editing and coding documents, keypunching and verifying data and producing reports;
- Reviews the work of Data Entry Technicians for completeness and accuracy.

Human Resource:
- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.
- Performs other related duties as instructed by the Senior Director, Human Resource Management and Development from time to time.

Required Knowledge, Skills and Competencies

Core:
- Sound integrity
- Good oral and written communication skills
- Ability to work in a team
- Good interpersonal skills
- Customer and Quality Focus skills

Technical:
- Knowledge Microsoft Operating Systems and Office Applications
- Knowledge of Office Administration and Procedures
- Possess Data and Document Management skills

Minimum Required Qualification and Experience

- Diploma in Computer Science or its equivalent from a recognized tertiary institution;
- Two to three (2-3) years' experience in related field;

OR

- Secondary level education with minimum of four (4) CXC of GCE 'O' Level subjects, including Mathematics and English Language;
- Three to four (3-4) years' experience in related field.

Special Conditions Associated with the Job

- There are critical deadlines to be met;
- Exposure to computer monitor for long periods.

2. Data Entry Technician (MIS/IT 2)

Job Purpose

Under the supervision of the Data Control Supervisor (MIS/IT 3), the Data Entry Technician 2 (MIS/IT 2) ensures the correct use of computer and peripherals for the input of data and information, establishes and maintains databases, computer files and produces reports according to specifications.

Key Responsibilities

- Establishes and maintains databases and computer files and produces reports according to specifications;
- Examines and interprets source documents and user manuals for the establishment of databases and computer files;
- Edits and codes source documents in accordance with specified standards;
- Keypunches and verifies data and text according to source documents and keypunching instructions;
- Produces computer processed outputs;

- Examines computer outputs for accuracy and completeness;
- Reports any malfunctioning of computers and peripherals;
- Reports all problems and causes for interruption in the processing of data and information and the production of reports.

Required Knowledge, Skills and Competencies

Core:
- Sound integrity and ethics
- Good oral and written communication skills
- Ability to work in teams
- Good interpersonal skills
- Good Customer and Quality Focus skills

Technical:
- Excellent knowledge of Windows Operating System
- Excellent knowledge of Microsoft Office Applications
- Excellent Data Entry and Typing skills

Minimum Required Qualification and Experience

- Diploma in Computer Science or equivalent from a recognized tertiary institution;

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or

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- Certificate in Computer Science and one to two (1-2) years experience in related field;
- Certificate in Supervisory Management (optional).

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or

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- Any other combination of training and experience that would be equivalent to the above criteria.

Special Condition Associated with the Job

- Exposure to computer monitor for long periods.

Applications accompanied by résumés should be submitted **no later than Thursday, 21st May, 2020 to:**

> **Senior Director**
> **Human Resource Management and Development Division**
> **Ministry of Industry, Commerce, Agriculture and Fisheries**
> **Hope Gardens**
> **Kingston 6**
>
> **Email: hrm@micaf.gov.jm**

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

Merle I. Tam (Mrs.)
for Chief Personnel Officer