



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 83**  
**OSC Ref. C. 4858<sup>38</sup>**

**8<sup>th</sup> March, 2021**

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 following posts in the **Information and Communication Technology, Ministry of Agriculture and Fisheries**:

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.
2. **Data Entry Technician (MIS/IT 2) – (Not Vacant)**, salary range \$931,156 – \$1,106,851 per annum and any allowance(s) attached to the post.

**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**

- Establishes and maintains databases and computer files and produce reports according to specifications;
- 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;
- Key punches 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;

- Train 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 attaining 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 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 from time to time as instructed by the Senior Director, Human Resource Management and Development.

### **Required Knowledge, Skills and Competencies**

#### **Core**

- Integrity
- Good oral and written communication
- Teamwork and cooperation
- Interpersonal skills
- Customer and quality focus

#### **Technical**

- Microsoft Operating Systems and Office Applications
- Data and document management skills
- Office administration and procedures

### **Minimum Required Education and Experience**

- B. Sc. in Engineering, Computer Science or related field from a recognized Tertiary Institution.

**OR**

- Associate Degree / Diploma in Engineering, Computer Science or related field and one (1) year experience in a similar position

### **Special Conditions Associated with the Job**

- 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;
- Key punches 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**

- Integrity
- Good oral and written Communication
- Teamwork and Co-operation
- Interpersonal Skills
- Customer and Quality Focus

#### **Technical**

- Knowledge of Windows Operating System
- Microsoft Office Applications
- Data Entry and typing skills

### **Minimum Required Education and Experience**

- 4 passes CXC / GCE 'O' level including English Language and Mathematics
- Training in Office Application products
- At least one (1) year experience in Data Entry and use of Office Application products

### **Special Conditions Associated with the Job**

- Exposure to computer monitor for long periods.

Applications accompanied by résumés should be submitted **no later than Friday, 19<sup>th</sup> March, 2021 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6.**

E-mail: [hrm@moa.gov.jm](mailto:hrm@moa.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**