



Ministry of
Education, Skills,
Youth & Information



CAREER OPPORTUNITY

JOB TITLE :

DATA ENTRY CLERK (MIS/IT 2) - VACANT **FINANCE AND ACCOUNTS DIVISION**

Under the general direction of the Director, Schools' Payroll Services, the Data Entry Clerk is responsible for capturing and updating data from information collection instruments ensuring accuracy and timeliness in the delivery of output.

REQUIRED EDUCATION AND EXPERIENCE

- Associate Degree in Information Technology from a recognized institution

REMUNERATION PACKAGE:

Salary Scale: \$1,711,060 - \$2,301,186 per annum of the MIS/IT 2 Salary Scale, Pay Band 4





Ministry of
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ICO 25-99

FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883, INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN MONDAY, JUNE 30 , 2025 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Data Entry Clerk
JOB GRADE:	MIS/IT 2
POST NUMBER:	
DIVISION:	Financial Management Services
BRANCH:	Schools' Payroll Services
REPORTS TO:	Director, Schools' Payroll Services
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Financial Management Services Division:

The Financial Management Division provides Financial and Accounting Services to support the Ministry and ensures that sector priorities are adequately resourced by leading the accounting, financial planning and budgeting for the Ministry and its Departments and Agencies and ensures accountability in the use of Funds.

Job Purpose:

Under the general direction of the Director, Schools' Payroll Services, the Data Entry Clerk is responsible for capturing and updating data from information collection instruments ensuring accuracy and timeliness in the delivery of output.

Key Outputs:

- Data collected and uploaded
- Current payroll information updated
- Payroll data preserved
- Accounting and other documents filed

Key Responsibility Areas:

Technical & Professional Responsibilities:

- Enters data on the Ministry's Schools' Payroll System for teachers;
- Updates payroll records with approved changes in deductions, savings, job titles and transfers;
- Balances the payroll account by resolving discrepancies;
- Ascertains the different categories of cheques to be printed and prints the cheques for the Payment Vouchers uploaded where necessary;
- Assigns code to any new institution to be paid;
- Performs regular backups to ensure data preservation;
- Files payroll records for future referencing;
- Performs any other related duties as assigned by the Director, Schools' Payroll Services.

Performance Standards:

- Data entered is accurate and completed within the given time frame;
- Data entered into the system is checked and verified for accuracy;
- Data is regularly backed-up and preserved for ease of access and for future referencing;
- Efficient and effective files and records management system implemented and maintained;
- Confidentiality of communication, oral and written is maintained.

Internal and External Contacts (specify purpose of significant contacts:

Within the Ministry

Contact (Title)	Purpose of Communication
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Payroll Staff	To provide & obtain information
Internal Auditors	To provide information

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
External Auditors	To provide information

Required Competencies:

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Ability to work as a member of a team
- Detail oriented

Technical:

- Ability to generate different types of queries from databases created
- Proficiency in the use of relevant computer software
- Typing or key-board skills

Minimum Required Education and Experience:

- Associate Degree in Information Technology from a recognized institution
- One year experience in a similar capacity

Authority To:

- Access confidential information

Specific Conditions Associated with the Job:

- Sedentary, requiring incumbent to perform repetitive tasks over extended periods.
- Required to work beyond normal working hours to meet deadlines

Validation of Job Description

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

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Date

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