

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Data Entry Officer

Job Summary

Under the supervision of the Human Resource Manager, incumbent is accountable for the input/update/processing of personnel data on a daily basis, using computer, information from files or completed forms to update the MyHR+ Software System.

Responsibilities and Duties:

1. Liaises with the Human Resource Officer to request/retrieve process and return personnel/employees files to storage cabinets/vaults;
2. Enters and verifies data obtained from personnel files to the computer system;
3. In conjunction with the Human Resource Officer accurately capture and update MyHR+ Systems with each employee leave (vacation/sick/department);
4. Checks to ensure that accurate data has been entered into the MyHR+ system;
5. Prepares data entry screen for recording each employee leave in a spreadsheet format.
6. Secure entered information by creating data backup on a periodic basis;
7. Maintains leave records on behalf of each employee;
8. Advises the Human Resource Officer of mal-functioning equipment or other constraints which may prevent timely completion of assignment.
9. Exercises the highest level of confidentiality and integrity.
10. Performs such other related tasks, functions or duties, as may, from-time-to-time, be assigned by the Human Resource Manager or the Director, Corporate Services.

Minimum Required Qualifications and Experience

1. Associate or Undergraduate Degree in Business Administration, Computer Studies or equivalent.
2. Minimum of one (1) year work experience.
3. Working knowledge of data entry applications.

Required Skills and Specialized Techniques

- Readily anticipates and solves problems; and takes advantage of opportunities.
- Shares the Commission's values, mission and vision.
- Ability to inspire the confidence of others, command respect of others and respect the dignity of others.
- In depth and practical knowledge of data entry processes and procedures.
- Highly confidential, self-driven and motivated.
- Ability to establish and meet deadlines.
- Well-developed oral and written communication skills.
- Competence in the use of Microsoft Office Suite and Electronic Management Information Systems.
- Good judgment, analytical, interpersonal and social skills.

Working Conditions

- Agreeable office environment

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Basic Salary: \$1,711,060.00 per annum.

STATUTORY DECLARATION OF ASSETS

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than:

Friday, October 25, 2024 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
6th Floor Sagicor Sigma Building
63-67 Knutsford Boulevard
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.

Please be advised that the successful candidate will be subjected to background checks.