



MINISTRY OF LABOUR AND SOCIAL SECURITY

CAREER OPPORTUNITY

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position:-

Data Entry Clerk (MIS/IT 1) (Vacant)

Applications are invited from suitably qualified officers to fill the position of **Data Entry Clerk (MIS/IT 1) (Vacant)** within the Labour Exchange Unit, St. Ann Regional Office.

JOB PURPOSE

To support the Ministry's representatives responsible for increasing access to employment, social protection programmes and the promotion of a stable industrial relations climate.

KEY OUTPUTS

- Efficiency and effectiveness in filing and retrieval systems maintained
- Professional behaviour with external and internal clients
- Good communication skills via telephone and correspondence completed
- Good time management in accomplishing tasks
- Accuracy in producing documents, reports and other correspondence
- Solution- driven in information technology requirements

KEY RESPONSIBILITY AREAS

- Assist clients with information on the services offered by the Ministry
- Take clear, accurate messages as required and ensure that they are dispersed to the relevant officers
- Direct visitors to the relevant departments and services
- Relieve the Front Desk as may be required
- Maintain statistics of client visits and telephone calls received
- Create files for complaints, reports and correspondence
- Update, store and retrieve files in Registry ensuring all files are easily accessible
- Type letters for complaints, correspondence and reports as required
- Fax letters, correspondence and reports to Head Office, other parishes and to clients as needed
- Photocopy documents as requested by Department Staff
- Register applicants for local employment placement
- Assist with registering applicant on-line in keeping with Labour Market Information System/Electronic Labour Exchange
- Contact individuals for flight, medical, interview or any other matters concerning Overseas Employment Program
- Check savings information for Farm and Hotel Workers on the computer and liaison with the Savings Department in Kingston
- Issue work permit forms and vouchers to prospective applicants and maintain statistics
- Any other duties assigned as needed

PERFORMANCE STANDARDS

- Statistical reports submitted for monthly compilation
- Confidentiality and integrity exercised
- Queries dealt with promptly, professionally and accurate information given
- Information forwarded to the Ministry meticulously perused
- Senior Staff supported efficiently.

REQUIRED COMPETENCIES

- Demonstrated high level of integrity and professionalism
- Excellent oral and written communication skills
- Good analytical and problem solving skills
- Good interpersonal skills
- Working knowledge of the relevant computer applications
- Initiative
- Excellent interpersonal skills
- Organizing skills
- Reliability and Dependability
- Good Time Management
- Computer literacy

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- 5 CXC Subjects including Maths, English and Information Technology

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Irregular hours beyond office hours
- Public abuse

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Friday, May 8, 2026** addressed to

Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security,
14 National Heroes Circle, Kingston 4

Applications and resumes may also be sent to: resume@mlss.gov.jm

Please note that only shortlisted persons will be contacted.