



## **CAREER OPPORTUNITY**

### **THE ELECTORAL COMMISSION OF JAMAICA**

**Invites applications from suitably qualified persons for the following positions:**

#### **ID CARD DATA COLLECTION & PROCESSING CLERK (MIS/IT 2) – HEAD OFFICE**

##### **Job Summary:**

The incumbent is responsible for the collection and processing of data for the production of identification cards in accordance with client specification

##### **Core Duties**

- ◆ Visits clients' locations to collect demographic data and photographs.
- ◆ Accurately records data on forms designed for that purpose.
- ◆ Obtains clients signatures in black ink as per specification.
- ◆ Operates digital camera in taking clients photographs
- ◆ Processes client information by:
  - entering demographic data using ID Card system;
  - cropping and resizing photographs as per client specification;
  - scanning clients signatures/converting files as necessary;
  - doing updates and queries as required;
  - Running reports.

##### **Minimum Qualification & Experience**

- ASc. Degree in Business Administration/Information Technology/Computer Science from an accredited institution.
- Level 1 certification in DC9000 operation or equivalent machine certification.
- Two (2) years experience as a Data Entry Operator in a multiple input station.

**Salary band: \$1,011,305 - \$1,202,124 per annum**

**Applications should be submitted by Friday January 21, 2022 to:  
The Director, Human Resource Management  
P.O. Box 671, G.P.O., Kingston  
Email: [hr@ej.com.jm](mailto:hr@ej.com.jm)**

*We thank all applicants for their interest but only shortlisted candidates will be contacted.*