

GOVERNMENT OF ST. VINCENT AND THE GRENADINES

REGISTRY AND HIGH COURT

EMPLOYMENT OPPORTUNITY

POSITION: DATA ENTRY CLERK

CORE DUTIES

- Entering data accurately into database system.
- Making corrections to inputted data as needed.
- Merging scanned images based on predefined criteria.
- Uploading merged images to computerized system.
- Checking data for accuracy and integrity.

QUALIFICATIONS

- Five (5) CXC/CSEC/GCE passes, including English Language or Mathematics.
- Computer Proficiency.

POSITION: DATA SCANNING CLERK

CORE DUTIES

- Operating document scanners.
- Scanning of documents.
- Checking scanned images for quality and accuracy.
- Organizing scanned images into folders.

QUALIFICATIONS

- Five (5) CXC/CSEC/GCE passes, including English Language or Mathematics.
- Computer Proficiency.

Application forms can be collected from the Registry Department, Kingstown. The deadline for submissions is the 15th May, 2024.