



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	<b>Inventory Officer</b>
<b>JOB GRADE:</b>	<b>PIDG/RIM 2</b>
<b>POST NUMBER:</b>	<b>27377</b>
<b>DIVISION/BRANCH:</b>	Corporate Services Division/Administration Branch
<b>SECTION/UNIT:</b>	Assets, Office & Special Services Unit
<b>REPORTS TO:</b>	Director, Assets, Office & Special Services
<b>MANAGES:</b>	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

\_\_\_\_\_

### **1. JOB PURPOSE (Reason for Existence)**

Under the general direction of the Director, Assets, Office & Special Services the Inventory Officer is responsible for maintaining the inventory records of the Ministry of Health head office, and the external divisions that fall under the purview of the Ministry's head office.

### **2. KEY OUTPUTS (Results, Deliverables)**

- Inventory system maintained;
- Records Management System maintained;
- Ministry of Health's inventory records updated and maintained;
- Board of Survey Report prepared and submitted;
- Reports prepared and submitted.

### **3. KEY RESPONSIBILITIES (Activities, Tasks)**

#### **A.) Technical/Professional**

- Maintains the Department's inventory system;
- Prepares and maintains updated inventory records of all equipment, furniture and sundries at Head Office, National Public Health Laboratory, Blood Bank, In-Service Education Unit, Health Facilities Maintenance Unit, Shalimar Stores, Staff Residences – Manley Meadows, Flamingo Complex, National Chest Hospital and Allerdyce Inn;
- Prepares Master Inventory List;
- Updates Master Inventory List;
- Marks furniture and equipment to ensure MOH ownership;
- Keeps record of inventory transferred/removed to other divisions;
- Issues and updates annual inventory record to ensure that the MOH's assets are accounted for;
- Prepares record/document of usage pattern, depreciation and life cycle of items to assist in determining the present and future value of these assets;
- Conducts periodically inventory checks at all locations in order to maintain an

updated inventory record;

- Prepares and submits document/list for the Board of Survey to the Ministry of Finance & Planning seeking approval for the disposal of obsolete furniture and equipment.

#### **B.) Other Responsibilities:**

- Performs other related duties that may from time to time be assigned.

#### **4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Inventory system maintained; is accurate;
- Records Management System maintained; in accordance with set standards;
- inventory records updated and maintained;
- Board of Survey Report prepared and submitted are comprehensive, accurate
- Reports prepared and submitted are comprehensive and accurate and produced within the agreed timeframe;

#### **5. INTERNAL AND EXTERNAL CONTACTS**

i) Internal

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Director, Assets, Office & Special Services	Obtain advice, receive directives and guidance, work assignment regarding portfolio and provide feedback
Stores Manager	Matters relating to distribution of furniture and equipment
Procurement Manager	Matters relating to procurement of furniture and equipment
Divisional, Branch, Unit Heads, other members of staff	Matters relating to receiving of furniture and equipment

ii) External Contact

<b>Contact</b>	<b>Purpose of Communication</b>

## 6. REQUIRED COMPETENCIES

### Core

- Good interpersonal skills;
- Good planning, organizing and presentation skills;
- Excellent time management skills;
- Good customer relations skills.
- Incident handling and analysis skills;
- Excellent skills in teamwork and cooperation;
- Ability to communicate effectively orally and in writing;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Excellent integrity/ethics exercised in the performance of duties;
- Demonstrates initiative and creativity;
- Maintains a high level of productivity and self-direction;

### Technical

- Knowledge of Government's Policies and Procedures;
- Knowledge of Inventory Management;
- Knowledge of Records Management;
- Knowledge of Supplies Management;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

## 7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Associate/Diploma in Public Administration/Management Studies or equivalent;
- Minimum of two (2) years experience in Stores Management.

OR

- Training in Supplies Management;
- Minimum of three (3) years experience in Store Management;

**8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Travelling

**9. AUTHORITY TO:**

- N/A

**10. WORKING CONDITIONS**

- Normal office conditions;