

# **NATIONAL PUBLIC HEALTH LABORATORY**

## **JOB DESCRIPTION**

**NAME:**

**DESCRIPTIVE TITLE OF POST:** Records Clerk (PIDG/RIM 1)

**REPORTING RELATIONSHIP:** Record Officer 2 (RIDG/RIM 2)

**MINISTRY OR AGENCY:** Ministry of Health

**DEPARTMENT:** Administration

**LOCATION:** 21 Slipe Pen Road  
Kingston

**SUMMARY:** Under the supervision of the Records Officer a Records Clerk is to ensure that the goods received are in good conditions and are stored in the proper storage area. It is also the duties of the Records clerk to record all the recital of goods and post the stocks which are issued daily, both in the ledger and also on the computer making sure that all files are kept up to date .It is also the responsibility of the Records Clerk to get the order books approved by the procurement officer and ensure that the goods are issued as soon as possible so that they can be delivered for use in the different departments and laboratories island wide.

### **DUTIES AND RESPONSIBILITIES**

- Issued goods to twelve (12) Hospital Laboratories, five (5) clinics and fifteen (15) internal departments.
- Received goods and taken on stock for general supply, stationary, reagent, equipment computer hardware and software and spare parts.
- Check goods on delivery to ensure that specifications are met by verifying that amount delivered is correct and inspecting appearance of goods.

- Ensure that adequate supplies are available for distribution by assisting in and conducting weekly stock taking and monitoring requisitions.
- Issue goods on a daily basis and ensure that the relevant data are recorded.
- Maintain accurate accounting procedures by checking invoice orders and posted issues to the ledger.
- Ensure that goods/supplies are safely secured.
- Inventory for office furniture and equipment by checking all furniture that comes into the laboratory.
- Storing computer data for 4000 items that come into the laboratory e.g. Reagent that need refrigerating when received, dangerous chemicals that need special attention, clothing, stationary, spare parts computer hardware and software, petrol equipment and general supplies.
- Performed other related duties as may from time to time be directed.

#### Qualification and experience

4 C.X.C subject or its equivalent including English Language plus Supplies Management and two (2) years experience in the Stores.