



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE</b>	Stores Manager
<b>JOB GRADE</b>	<b>GMG/SEG 1</b>
<b>POST NUMBER:</b>	<b>54115</b>
<b>DIVISION/BRANCH:</b>	Corporate Services/Administration Branch
<b>SECTION/UNIT:</b>	Stores Unit
<b>REPORTS TO:</b>	Director, Administration
<b>MANAGES:</b>	1 Storekeeper, 1 Assistant Store Keeper 1 Storeman, 3 Attendants

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 supervision of the Director, Administration, the Stores Manager, is responsible for the overall supervision and operation of the Stores and manages and maintains accurate up to date inventory levels of supplies to the Ministry of Health's Head Office.

The incumbent also ensures that all procured supplies and gifts to assist in health care are properly stored, distributed and maintained.

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

- Stores Policy reviewed;
- Stores monitored;
- Records maintained
- Up-to-date inventory system developed and maintained;
- Annual stock- taking conducted;
- Storage keys monitored and managed;
- Reports prepared;
- Work Plan developed;
- Human Resource functions addressed;
- Guidance/Advice provided

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

### **A.) Management/Administrative**

- Reviews and monitors established policies of the MOH in respect of store management to ensure guidelines and procedures are followed;
- Manages and monitors the operations of stores;
- Ensures that Supplies Management procedures are in accordance with Government's regulations;
- Manages, controls and monitors the safety and use of store keys;
- Prepares reports on discrepancies and submit to the Director of Administration;

- Prepares monthly and quarterly reports on the operation of stores for submission to the Director of Administration;
- Identifies weaknesses in the existing operations and recommend improvement where necessary;
- Participates and convene meetings with relevant personnel;
- Assists with the development of the Work Plan for the Branch;
- Develops Work Plan for the Unit and cooperates with reports in developing Individual Work Plans in accordance with established Government Regulations and Policy;

#### **B.) Technical/Professional**

- Plans, organizes and directs the layout of supplies to facilitate the easy flow of receiving, documenting and retrieval;
- Ensures that adequate supplies are on hand and requisitions are processed and recorded;
- Ensures that orders are placed on time and filled as it relates to supplies ordered;
- Ensures all stock received are thoroughly checked and properly recorded;
- Ensures safety and security measures are in place to protect the store and stock;
- Implements an effective computerized Inventory Management System which will provide accurate and up to date inventory, minimum stock levels and reorder points;
- Maintains an effective filing system to facilitate storage and retrieval of correspondence/documents;
- Monitors order and re-order levels in the various divisions to minimise incidents of extravagance and waste, ensuring that only needed goods are acquired at the time they are requested
- Ensures that regular audits are conducted to verify on hand balances in the store;
- Ensures that all goods received are checked against delivery slips and are correctly numbered and placed in appropriate storage areas for easy retrieval and issue;
- Liaises with Director, Health Services Planning and Integration, Chief Executive Officers (CEO) of Regional Health Authorities, the Procurement Branch and other relevant staff to ensure the effective receipt and distribution of all goods/items;
- Conducts annual stock-taking;
- Prepares submission to the Board of Survey for unserviceable items to be disposed;
- Assists the Director, Assets, Office & Special Services in coordinating with the

Security and Transport Unit to organise transportation for the delivery of furniture, equipment and supplies to their various destinations;

- Assists in off-loading containers with goods.

### **C.) Human Resource Responsibilities**

- Ensures the development and welfare needs of staff supervised are identified and addressed;
- Monitors and evaluates the performance of staff supervised and recommends corrective actions where necessary;
- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Department's and Branches goals;
- Fosters an atmosphere of trust, high ethical and confidential standard.
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Division and the Branch;
- Recommend leave for staff supervised in keeping with established Human Resource policies and procedures;
- Participates in the recruitment of staff for the unit, recommends transfers and promotion;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Conducts monthly and other ad hoc meetings with staff supervised.

### **D.) Other Responsibilities**

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

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

- Stores Policy reviewed periodically;

- Stores monitored to ensure adherence to established policies, procedures and guidelines;
- Records maintained are accurate;
- Up-to-date inventory system developed and maintained in accordance with required guidelines and standards;
- Annual stock- taking conducted and completed within the stipulated timeframe;
- Store keys managed, controlled and monitored in keeping with government's policy and guidelines;
- Reports prepared are comprehensive and accurate and produced within agreed timeframe;
- Unit Work Plan developed reflect the current goals/outlook of the Branch;
- Human Resource functions addressed; in a timely manner;
- Guidance/Advice provided is sound and accurate and given in a timely manner.

## 5. INTERNAL AND EXTERNAL CONTACTS

### i) Internal

Contact (Title)	Purpose of Communication
Director, Administration	Obtain advice, receive directives and guidance, work assignment, regarding portfolio and provide feedback
Director, Assets, Office & Special Services	Receive directives and guidance, provide feedback
Manager, Procurement Unit	Matters relating to procurement of stationery
Storekeeper	Give directives and guidance
Divisional, Branch, Unit Heads, other members of staff	Matters relating to requisition for stationery

### ii) External Contact

Contact	Purpose of Communication
Suppliers	Loading and off-loading of goods

## 6. REQUIRED COMPETENCIES

### Core

- Good interpersonal skills;

- Good planning and organizing skills;
- Excellent time management skills;
- Good leadership skills;
- Good customer relations skills;
- Sound decision-making and problem solving skills;
- Ability to communicate effectively orally and in writing;
- Excellent skills in teamwork and cooperation;
- 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/Department's Policies and Procedures;
- Knowledge of Inventory management;
- Knowledge of Supplies Management;
- Knowledge of Records Management;
- Knowledge of Government's Procurement Procedures;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

### **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- First Degree in Management Studies/Business Administration or any other related discipline from a recognised tertiary institution;
- Training in Supplies/Inventory Management;
- Training in Records Management
- Minimum of two (2) years working experience

### **8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Required to work beyond normal working hours, whenever the need arises;
- Lifting of items;

- Loading and off-loading supplies;

**9. AUTHORITY TO:**

- Reviews Store policy;
- Recommends leave, acting appointments, promotions, demotions, suspensions and transfer;
- Signs off on gate pass.

**10. WORKING CONDITIONS**

- Normal office conditions;
- Exposure to dust;
- Exposure to hazardous fumes;
- Exposure to harmful chemicals