



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Custom Clearance Administrator
JOB GRADE: GMG/AM 2
DEPARTMENT: Human Resource Management & Corporate Services
REPORTS TO: Procurement Officer
MANAGES: N/A

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To assist with the preparation of purchase orders, customs clearance documents and commitments for payments for the Ministry of Health, its agencies/facilities and NGO's.

KEY OUTPUTS

1. Medical groups, donations and other overseas purchases cleared and delivered in a timely manner
2. Purchase orders and commitments are prepared with efficiency so as to avoid delays

KEY RESPONSIBILITY AREAS

1. Collects importation documents from Shipping Agents for processing
2. Prepares charges, e.g., storage, handling, wharfage, etc. and delivers charges to consignee in order to obtain funds
3. Assists with the preparation of Pre-Entry clearance letters, pharmaceutical division (PSD) permits and obtains authorization signatures from Inspectorate Division (Ministry of Finance) for the release of medical supplies from Ports of Entry
4. Carries out physical examination on shipments to determine the condition of goods before delivering to consignee
5. Ensures shipment is cleared from Port of Entry to their destination with specified time
6. Presents copy of clearance letter and shipping documents for preparation of Final Entries
7. Arranges for the transportation of shipments cleared from Ports of Entry to the consignee
8. Prepares Purchase Orders for the procurement of goods, services and works
9. Prepares monthly reports on clearance of Gifts and overseas purchases
10. Prepares and commits payments for all allowances

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

PERFORMANCE STANDARDS

1. Stipulated deadlines are consistently met
2. High level of performance is demonstrated consistently
3. The established systems and procedures are adhered to consistently

REQUIRED COMPETENCIES

Functional/Technical Competencies
Knowledge of Government’s Policies and Procedures relating to procurement, clearance and storage of goods
Knowledge of Inventory management and control
Familiarity with health terminology, equipment and supplies, and medical supplies
Knowledge of Customs policies and procedures
Working knowledge of computer programmes

Core Competencies	Level s
Oral Communication skills	2
Written communication skills	2
Compliance	2
Initiative	2
Integrity	2
Customer and quality focus	2
Teamwork and cooperation	2
Planning and organizing skills	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Four (4) CXC, Level 11 (general proficiency) or GCE “O” Levels

- Certificate in Supplies Management (levels 1, 2 & 3)
- At least three (3) years experience in related field
- Certificate in Customs Clearance or equivalent combination of education and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Incumbent must be prepared to work irregular hours and undertake intra island travel occasionally

AUTHORITY

- To obtain shipping document for instruction and await instructions
- To prepare Purchase Orders for approval
- To prepare Commitment Requisition for payment
- To obtain quotations from suppliers
- To prepare purchase orders for approval by the Procurement Manager