

**NATIONAL PUBLIC HEALTH LABORATORY
JOB DESCRIPTION**

NAME

DESCRIPTIVE TITLE OF POST

Procurement Officer (GMG/AM 2)

REPORTING RELATIONSHIP

Administrator (GMG/AM 4)

MINISTRY OR AGENCY

Ministry of Health

DEPARTMENT

Administration

LOCATION

21 Slipe Pen Road, Kingston

DUTIES AND RESPONSIBILITIES

- Procured equipment, stationery, furniture and supplies for the laboratory services.
- Placed orders.
- Assessed the supplier's ability to meet specification and delivery on time.
- Obtained quotation for supplies. Keep record and stock of relevant supplies.
- Ensured that all office equipment and furniture are maintained in good working condition; made arrangements for repairs when necessary.
- Assist in preparation of Annual Budget.
- ensured that supplies are paid after receipt of goods.
- Spot checked stores.
- Supervision of three staff (Records Officer (RIM 2), Records Clerk (RIM 1), Laboratory Attendant (GLS)).
- Any other duties assigned.

EDUCATION

Four (4) CXC subject or its equivalent including English plus
Supplies Management Level 1 to 3
Any other additional qualification majoring in this field.