



**CIVIL SERVICE OF JAMAICA**

**JOB DESCRIPTION AND SPECIFICATION**

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Customs Clearance Administrator
<b>JOB GRADE:</b>	GMG/AM 2
<b>POST NUMBER:</b>	27385, 27386
<b>DIVISION/BRANCH:</b>	Corporate Services Division/Procurement Branch
<b>SECTION/UNIT</b>	-
<b>REPORTS TO:</b>	Manager, Procurement
<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)**

Reporting to the Manager, Procurement, the Custom Clearance Administrator is responsible for the clearing and delivery of goods from the wharves to the Ministry of Health and various institutions under the auspices of the Ministry.

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

- Shipping documents collected;
- Charges calculated;
- Consignment examined;
- Shipment of goods, supplies and equipment cleared;
- Monthly reports on activities prepared and submitted.

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

- Prepares individual work plan;
- Cosigns clearance documents for the Ministry of Health;
- Affixes signature against declarations entered on Custom C87 Import Entries in order for the Ministry of Health to be granted exemption from certain import duties and General Consumption Tax (GCT) on goods imported;
- Assists Non-Government Organisations (NGO's) e.g. KIWANIS Club with the clearing of donations of medical goods and supplies;
- Visits shipping companies to collect documents on arrival of consignment in order to commence processing;
- Calculates charges e.g. storage, handling, wharfage, etc and inform the relevant officers in the Ministry/ RHA's in order to obtain funds;
- Assists with the preparation of pre-entry clearance letters,(pharmaceutical

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Custom Clearance Administrator,  
Division/Procurement Branch,  
By HR Consultant,

Corporate Services  
Ministry of Health,  
September 19, 2016.

Prepared:

division) , permits and obtains authorization signatures from the Inspectorate Division in the Ministry of Finance and the Public Service for the release of medical supplies from Ports of Entry;

- Examines consignment, ensuring that the consignment matches the invoice;
- Carries out physical examination on shipment to determine the condition of goods before delivery to consignee;
- Presents copy of clearance letter and shipping documents to Broker for preparation of Final Entries;
- Travels to ports (Norman Manley International, Donald Sangster Airports) where consignment arrives for the completion of necessary forms;
- Clears shipment of goods, supplies and equipment for the Ministry including the Regional Health Authorities (RHA's) from Port of Entry to their destination;
- Prepares monthly reports on activities undertaken.
- Attends and participates in staff meetings, workshops and seminars;

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

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

#### **4. PERFORMANCE STANDARDS**

- Documents collected in a prompt manner in order to expedite clearance;
- Charges calculated in a timely manner;
- Consignment examined to determine the condition of goods before delivery to consignee;
- Shipment of goods, supplies and equipment cleared within specified time;
- Monthly reports on activities are accurate and comprehensive and submitted within agreed timeframe.

## 5. INTERNAL AND EXTERNAL CONTACTS:

### i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Procurement	Collaborate, obtain/give advice, receive directives obtain and share information and provide feedback
Manager, Procurement	Collaborate obtain/give advice, receive directives, work assignment obtain and share information and provide feedback
Other members of staff in the Branch	Discuss issues in relation to relevant activities
Regional Health Authorities	Delivery of goods and supplies

### • ii) External Contacts

Contact	Purpose of Communication
Ministry of Finance and the Public Service	Obtaining permit for release of certain items
Customs Department	Clearance of goods and supplies
Shipping Companies/ Brokers	Collecting and delivering documents relating to shipment

## 6. REQUIRED COMPETENCIES:

### Core

- Good presentation, written, oral and communication skills;
- Good human relations and interpersonal skills;
- Good planning and time management skills;
- Strong decision-making, and critical thinking skills;
- Good networking and relationship-building skills;

- Ability to exercise sound judgement and attention to detail;
- Good skills in teamwork and cooperation;
- Strong goal/result orientation;
- Managing External Relations
- Excellent integrity/ethics exercised in the performance of duties.

### **Technical**

- Knowledge of government's procurement policies procedures and regulations;
- Sound knowledge of the Ministry's policies and procedures;
- Knowledge of the Customs Department procedures;
- Knowledge and experience in the operations of the related Government Departments –Jamaica Customs, Trade Board etc;
- Proficiency in the use of relevant computer software and computer applications.

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

- Diploma or Certificate in Supplies Management or equivalent from a recognized tertiary institution;
- Two (2) years experience working in a related area.

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

- Required to work beyond normal working hours whenever the need arises;
- Working on weekends at times.

**9. AUTHORITY:**

N/A

**10. WORKING CONDITIONS:**

- Normal office conditions.
- At times moderately disagreeable conditions