



**CIVIL SERVICE OF JAMAICA**

**JOB DESCRIPTION AND SPECIFICATION**

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Storekeeper
<b>JOB GRADE:</b>	<b>PIDG/RIM 2</b>
<b>POST NUMBER:</b>	<b>53623</b>
<b>DIVISION/BRANCH:</b>	Corporate Services/Administration Branch
<b>SECTION/UNIT:</b>	Stores Unit
<b>REPORTS TO:</b>	Stores Manager
<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)**

Under the supervision of the Stores Manager the Storekeeper is responsible for assisting with the operation of the Stores, ensuring that all procured supplies are properly stored, distributed and maintained.

The incumbent is also responsible for managing and maintaining adequate stock supply of stationery supplies to the Ministry of Health's Head Office.

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

- Supplies managed and properly stored;
- Adequate stock of supplies in storage;
- Stock managed, distributed and maintained;
- Update stock inventory records of supplies received and issued;
- Records maintained;
- Monthly physical checks conducted;
- Annual stock- taking conducted;
- Store keys secured;
- Reports prepared and issued;

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

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

- Assists with the management of stock in the Stores;
- Ensures the security of keys for the storage area;
- Assists with monitoring the performance of staff in the Store

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

- Manages goods and stationery supplies, ensuring that they are thoroughly checked, signed for and properly stored;
- 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;
- Assists with monitoring 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;
- Distributes/issues supplies to relevant personnel/divisions as per requisition, having then sign for receipt of goods;
- Maintains record of goods and stationary ordered, received, distributed and outstanding balance;
- Maintains the requisite stock levels of stationery, ensuring order and re-order levels are accurate;
- Reconciles balances from physical checks with book balances monthly and updates stock database with goods received from suppliers and issued to divisions on a continuous basis;
- Ensures all stock received are thoroughly checked and properly recorded;
- Checks delivery slips;
- Ensures that stock are secured;
- Conducts monthly physical checks of stock;
- Conducts annual stock-taking;
- Prepares and submits monthly stock balance report to Stores Manager;
- Assists in verifying stock and stock reports
- Prepares quarterly reports on store management;
- Assists with planning organizing and directing the layout of equipment, furniture, stationery, toiletries, and records to facilitate the easy flow of receiving, documenting and retrieval;
- Assists with preparing submission to the Board of Survey for unserviceable maintenance equipment to be disposed;
- Keeps abreast of guidelines, policies, procedures and legislations impacting receivables and deliverables of goods and services.

### **c.) Other Responsibilities:**

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

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

- Supplies managed and properly stored in accordance with established guidelines;
- Adequate stock of supplies in storage maintained in accordance with agreed guidelines;
- Stock managed and distributed are scheduled and maintained in accordance with required standard;
- Update stock inventory records of supplies received and issued;
- Records maintained are accurate;
- Monthly physical checks conducted in keeping with established guidelines;
- Annual stock- taking conducted and completed within the stipulated timeframe;
- Store keys secured in accordance with established procedures and guidelines;
- Reports prepared and issued are accurate, comprehensive and produced within the agreed timeframe.

#### 5. INTERNAL AND EXTERNAL CONTACTS

##### i) Internal

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

##### ii) External Contact

Contact	Purpose of Communication
Suppliers	Delivery and return of stationery

#### 6. REQUIRED COMPETENCIES

##### Core

- Good interpersonal skills;

Storekeeper,  
Ministry of Health,  
15, 2016

Corporate Services Division/Administration Unit,  
Prepared by: HR Consultant,

February

- Good planning and organizing skills;
- Good time management skills;
- Ability to communicate effectively orally and in writing
- Excellent skills in teamwork and cooperation;
- Excellent integrity/ethics exercised in the performance of duties;
- Demonstrates initiative and creativity;
- Flexible and adaptable to change;
- Good customer relations skills

### **Technical**

- Knowledge of Government's Policies and Procedures.
- Knowledge of Supplies Management;
- Knowledge of Store Keeping;
- 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**

- Certificate in Supplies Management or equivalent qualifications;
- Four (4) CXC/GCE subjects, including English Language and a numeracy subject;
- Minimum of two (2) years related working experience.

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

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

- Lifting and stacking items at heights;
- Loading and off-loading supplies;

**9. AUTHORITY TO:**

- Co- signs gate pass.

**10. WORKING CONDITIONS**

- Normal office conditions;
- Exposure to dust, dirt, humidity.
- Exposure to hazardous fumes;
- Exposure to harmful chemicals