



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Assistant Storekeeper (New)
<b>JOB GRADE:</b>	PIDG/RIM
<b>POST NUMBER:</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 Assistant Storekeeper assists with the storage and distribution of goods and supplies to the Ministry of Health's Head Office.

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

- Supplies properly checked and stored;
- Stock distributed;
- Update stock inventory records of supplies received and issued;
- Records maintained;
- Monthly physical checks conducted;

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

- Checks, records and stores goods and supplies received;
- Checks delivery slips;
- Ensures that stock are secured;
- Assists in distributing/issues supplies to relevant personnel/divisions as per requisition, having them sign for receipt of goods;
- Assists in maintaining record of goods and stationary ordered, received, distributed and outstanding balance;
- Assists in reconciling balances from physical checks with book balances monthly;
- Assists in the conduct of monthly physical checks of stock;
- Assists in the conduct of annual stock-taking;
- Assists in verifying stock and stock reports
- Assists with preparing submission to the Board of Survey for unserviceable equipment to be disposed;
- Keeps abreast of guidelines and procedures impacting receivables and deliverables

of goods and service;

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

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

- Supplies properly checked and stored in accordance with established guidelines;
- Stock distributed are scheduled and maintained in accordance with required standard;
- Inventory records of stock/supplies received and issued, updated in a timely manner;
- Records maintained are accurate;
- Monthly physical checks conducted in keeping with established guidelines;

#### 5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Stores Manager	Receive directives and guidance, work assignment, provide feedback
Other persons in the Unit	Receive guidance

ii) External Contact

Contact	Purpose of Communication
Suppliers	Delivery and return of stationery

#### 6. REQUIRED COMPETENCIES

##### Core

- Good interpersonal skills;
- Good time management skills;
- Ability to communicate effectively orally and in writing
- Skills in teamwork and cooperation;
- Integrity/ethics exercised in the performance of duties;

- Flexible and adaptable to change;
- Good customer relations skills

**Technical**

- Knowledge of Store Keeping;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications

**7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Four (4) CXC/GCE subjects, including English Language and a numeracy subject;

**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:**

N/A

**10. WORKING CONDITIONS**

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

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