



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 131** **OSC Ref. 6272<sup>15</sup>**

19<sup>th</sup> April, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Storekeeper (PIDG/RIM 2) - (Not Vacant)** in the **Administration and Special Services Division, Office of the Prime Minister**, salary range \$748,959 – \$890,277 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction of the Office and Inventory Manager, the Stores Keeper is responsible for the management of supplies (receipt and distribution) and also general maintenance of the Store Room.

### **Key Responsibilities**

#### ***Receipt and Distribution of Supplies:***

- Checks all goods received against order and ensures they are in good condition; returning defective and/or incorrect items where necessary;
- Ensures that all requisitions for supplies are properly completed and authorized;
- Issues supplies in accordance with established procedures;
- Updates Inventory Management and Control System (IMCS) for all items issued;
- Creates and maintains files for all items received and issued.

#### ***Maintenance of Storeroom:***

- Packs and organizes shelves, racks and other storage areas ensuring that items are easily identified and retrievable;
- Ensures that storage areas are secure and suitable for items stored;
- Monitors re-order levels and makes requests for replenishment of stock in a timely manner;
- Keeps Storerooms clean and properly secured at all times;
- Participates in Stock Taking exercise;
- Prepares correspondence and reports as directed;
- Maintains files and records especially those relating to Inventory;
- Answers incoming calls and routes them to the relevant officers;
- Receives and responds to queries and other correspondence as directed;
- Assists with Fixed Asset Inventory Management;
- Process Commitment Requisitions and Invoices;
- Liaises with relative Service Providers to address customer complaints;
- Maintains Key Log for the Control of Duplicate keys.

### **Required Knowledge, Skills and Competencies**

- Good interpersonal skills
- Good oral and written communication skills
- Excellent organizational skills
- Ability to communicate effectively at all levels
- Computer skills (working knowledge of Microsoft Word and Excel)

### **Minimum Required Qualification and Experience**

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

**Special Conditions Associated with the Job**

- Required to work beyond normal work hours and on weekends, when the need arises.

Applications accompanied by résumés should be submitted **no later than Friday, 30<sup>th</sup> April, 2021 to:**

Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



Merle I. Tam (Mrs.)  
for Chief Personnel Officer