



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 151
OSC Ref. C. 4858⁴²

12th April, 2022

RE-ADVERTISEMENT

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 **Inventory Officer (PIDG/RIM 3) (Not Vacant)** in the **Facilities and Property Management Branch, Ministry of Agriculture and Fisheries**, salary range \$933,069 - \$1,109,126 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Office Manager (GMG/SEG 1), the Inventory Officer (PIDG/RIM 3) is responsible to maintain proper inventory records of all the Ministry's furniture, equipment and assets. The officer is also responsible for identifying and recommending equipment, furniture and assets that should be board of survey to the relevant authorities.

Key Responsibilities

Technical/Professional:

- Develops and maintains database of all Government furniture, equipment and other assets;
- Maintains and secures all Inventory Records in Head Office and all outstations;
- Monitors location of all furniture, equipment and Government assets;
- Develops and maintains Master Inventory of furniture, equipment and assets of the Ministry's Head Office and all outstations;
- Identifies and recommends all repairs and Board of Survey to the relevant authorities;
- Installs and maintains all location records within the Ministry's Head Office and all outstations;
- Liaises with members of staff to ensure proper usage of Government furniture, equipment and assets;
- Prepares report on all equipment and furniture that are to be repaired/ board of surveyed;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strong customer and quality focus skills
- Good planning and organizing skills
- Good interpersonal skills
- Teamwork and co-operation

Technical:

- Knowledge of the operations of Government/knowledge of the Ministry's policies
- Sound knowledge of Inventory Management
- Sound knowledge of Records Management
- Proficiency in the use of the relevant computer applications

Minimum Required Qualification and Experience

- Four (4) GCE"O' Levels passes - Grades A-C, including English Language and a numeric subject or four (4) CXC subjects - Levels 1-3, including English Language and a numeric subject;
- Training in Records Management;
- Four (4) years' experience.

Special Conditions Associated with the Job

- Exposure to dust, harmful chemicals.

Applications accompanied by résumés should be submitted **no later than Wednesday, 27th April, 2022 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens,
Kingston 6

Email: hrm@moa.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