



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 289**

**OSC Ref. C. 6608<sup>8</sup>**

6<sup>th</sup> July, 2022

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 post of **Storekeeper (PIDG/RIM 2) – (Not Vacant)**, in the **Corporate and Liaison Services Division, Ministry of Culture, Gender, Entertainment and Sport**, salary range \$778,917 – \$925,888 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the supervision of the Asset Manager, the Storekeeper is responsible for managing the general operations of the Ministry's Storeroom by maintaining an effective distribution of supplies system and proper maintenance of goods in meeting the organisation's goals and objectives.

### **Key Responsibilities**

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

- Checks all goods received against order and ensure they are in good condition; returning defective and/or incorrect items where necessary;
- Reviews all requisitions for supplies to ensure that they are properly completed and authorized;
- Issues supplies in accordance with established procedures;
- Creates and maintains proper records of the physical flow of all items received and issued within the storeroom.

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

- Organizes shelves, racks and other storage areas ensuring that items are easily identified and retrievable;
- Maintains secured storage areas suitable for items stored;
- Monitors re-order levels and makes requests for replenishment of stock in a timely manner;
- Keeps Storeroom clean and properly secured at all times;
- Participates in Stock Taking Exercise;
- Prepares Monthly, Quarterly and Annual Reports as required;
- Assists in responding to Audit queries in relation to activities of the Storeroom.

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

#### **Functional/Technical:**

- Sound knowledge of stock inventory system and familiarity with GoJ procurement regulations, policies and procedures
- Sound knowledge of supplies management
- Customer and quality focus
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

#### **Core:**

- Good oral and written communication skills
- Problem solving and decision making
- Planning and organizing skills
- Team work and cooperation
- Integrity

- Initiative
- Interpersonal skills

**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.

Applications accompanied by résumés should be submitted **no later than Tuesday, 19<sup>th</sup> July, 2022 to:**

**Director, Human Resource Management and Development  
Ministry of Culture, Gender, Entertainment and Sport  
4-6 Trafalgar Road  
Kingston 5**

**Email: [careeropportunities@mcges.gov.jm](mailto:careeropportunities@mcges.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**