

Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 151 **OSC Ref. 6272¹⁸**

9th April, 2024

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 \$1,711,060 – \$2,301,186 per annum.

Job Purpose

Under the general supervision of the Office and Inventory Manager, the Storekeeper is responsible for the management of supplies (receipt and distribution) and also the 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;
- Creates and maintains files for all items received and issued, and updates stock cards;
- Updates Inventory Management and Control System (IMCS) for all items issued;

Maintenance of Storeroom:

- Packs and organizes shelves, racks and other storage areas, ensuring that items are easily identified and retrievable;
- 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;
- Maintains files and records, especially those relating to Inventory;

Other:

- Prepares correspondence and reports as directed;
- 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;
- Processes 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 and customer service skills;
- Good oral and written communication skills;
- Excellent organizational skills;
- Ability to exercise initiative within the constraints of the job;
- Computer skills (working knowledge of Microsoft Word and Excel's Outlook).

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 Condition 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 Monday, 22nd April, 2024 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

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.



Desreen Smith (Mrs.)
for Chief Personnel Officer