



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 201 **OSC Ref. C. 4860¹¹**

10th May, 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 fill the **vacant post of Administrator, Inventory (GMG/AM 2) in the Administration/Office Services, Utilities and Energy Management/Inventory Unit, Ministry of Labour and Social Security**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

Under the supervision of the Director, Office Services, Utilities and Energy Management, the Administrator, Inventory (GMG/AM 2) is responsible for updating and maintaining proper inventory records of all the Ministry's furniture, equipment, and other assets. The officer is also responsible for identifying and recommending equipment, furniture and other assets for disposal in accordance with established standards and guidelines.

Key Responsibilities

Administrative:

- Assists in the development and implementation of programmes for the Division's Operational Plan;
- Prepares and monitors work schedules/plan for the Unit;
- Prepares and submits activity and other reports as requested;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division and the GOJ Comprehensive Asset Management Policy;
- Creates Standard Operating Procedures (SOPs) for management of assets owned/leased/rented;
- Maintains regular contact with Procurement Unit and Programme Managers to ensure proper recording of all assets acquired and distributed;
- Monitors and reports on the state of assets to assist with budgetary plans;
- Ensures that the computerized inventory management system is maintained
- Periodically reviews Standard Operating Procedures (SOPs) and internal process and documents and updates accordingly;
- Liaises with members of staff to ensure proper usage of Government furniture, equipment, appliances, machinery;
- Facilitates training of all relevant support staff.

Fixed Asset Inventory Management:

- Ensures that Fixed Asset Inventory Systems are maintained and that all items of furniture and equipment are accounted for;
- Completes and updates all control records for all categories of furniture, equipment, appliances and machinery;
- Ensures that all items of furniture and equipment are marked/coded;
- Carries out periodic checks on locations islandwide and updates location records;
- Makes arrangements for the Board of Survey for the disposal of unserviceable assets;
- Arranges for the disposal of assets for which approval has been granted;
- Implements the approved procedures to provide for the custody of all furniture, equipment, appliances and machinery;
- Ensures a system is in place to receive and track all assets via electronic means;
- Takes custody of Master Inventory and updates records;
- Recommends for removal or transfer of all assets from the Ministry's locations islandwide;
- Performs any other related duties that may be assigned from time to time by the Director, Office Services, Utility and Energy.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Strong customer relations skills;
- Good planning and organizing skills;
- Excellent interpersonal skills.

Technical:

- Sound knowledge of the Government of Jamaica (GoJ) Comprehensive Asset Management Policy;
- Sound knowledge of Inventory Management;
- Sound knowledge of Records Management;
- Proficiency in the use of Microsoft Office suite.

Minimum Required Qualification and Experience

- Associate Degree in Business/Public Administration, Business/Management Studies or other related disciplines;
- Certificate in Inventory/Supplies Management from MIND;
- Three (3) years' experience in a similar capacity particularly in the Public Sector.

OR

- Successfully completed four (4) subjects in CXC/GCE O' Level inclusive of Mathematics and English Language;
- Diploma in Inventory/Supplies Management from MIND;
- Five (5) years' experience in a similar capacity particularly in the Public Sector.

Special Conditions Associated with the Job

- Exposure to heat and dust;
- Lifting;
- Bending;
- Island wide travelling;
- Periodic overnight accommodations.

Applications accompanied by résumés should be submitted **no later than Monday, 27th May, 2024 to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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**