



## Office of the Services Commissions

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### **CIRCULAR No.78** **OSC Ref. C. 6272<sup>18</sup>**

19<sup>th</sup> February, 2025

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 Storekeeper (PIDG/RIM 2) 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 storeroom.

#### **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;
- Checks requisitions for supplies to ensure that they 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 storeroom 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;
- 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;
- 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, Excel and Outlook).

#### **Minimum Required Education and Experience**

- Four (4) CXC/GCE O'Level subjects, including English Language and numeracy subject;
- Training in Inventory Management;
- At least one (1) year experience in a similar position would be an asset.

#### **Special Conditions Associated with the Job:**

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

Applications accompanied by Résumés should be submitted **no later than Tuesday, 4<sup>th</sup> March 2025 to:**

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

Email: [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.**



Desreen Smith (Mrs.)  
for Chief Personnel Officer