



INVENTORY & STORES OFFICER (LEVEL 4)

Basic salary \$1,711,060.00 per annum

JOB PURPOSE:

Under the direct supervision of the Office Services Officer, the incumbent is primarily responsible for the acquisition, receipt and maintenance of the fixed asset inventory and all materials and goods within the Agency and ensures that these items are recorded, stored, and distributed.

Technical/ Professional Responsibilities

Administrative Responsibilities

- Reports are accurate and comprehensive and submitted within the agreed timeframe;
- Ensures that handling and storing of supplies conform to standard operating procedures (SOP) for stores operations;
- Ensures that the authorized recipient/assignee signs acknowledging receipt of the asset;
- Monitors location of all furniture, equipment and other assets;
- Liaises with members of staff to ensure proper usage of furniture, equipment and other assets;
- Prepares and submits monthly report to the Office Services Officer in respect of goods, materials and fixed assets received/issued;
- Coordinates the periodic inventory checks of fixed assets at various locations to determine status/condition of assets and determine next steps;
- Submits details (copy invoice etc.) of assets received to the Office Services Officer to facilitate insurance coverage;
- Reports discrepancies/missing items;

Technical Responsibilities

- Identifies, records and maintains inventory of all furniture, equipment and other assets including recommendations for repairs and/or board of survey to the Office Services Officer;
- Stores and delivers goods received to the appropriate personnel or office and maintains a record of these goods;

- Develops, maintains and secures master and individual records for each category of fixed assets; maintaining detailed inventories and preparing and maintaining a separate record for each item of fixed asset;
- Codes/marks fixed assets with asset numbers before assets are distributed to recipients;
- Ensures that goods received are recorded and stored/ delivered;
- Installs and maintains all location records within the Head Office, Zonal and Regional offices and Sub-Regional offices;
- Updates Master Inventory records electronically and manually;
- Updates and maintains databases for fixed asset inventory and for stores and materials;
- With the approval of the Office Services Officer, removes items that are disposed of from asset inventory and location records and submits the listing, through the Senior Director, Infrastructure, Facilities and Documentation, to the Finance & Accounts Branch for deletion from the Agency's Fixed Assets Register;
- Contacts Board of Survey (MoF&PS) and makes arrangement for the inspection of the assets for disposal;
- Coordinates the removal/transportation of assets approved by the MoF&PS for disposal;
- Updates individual asset records/database with disposal information;
- Periodically checks and ensures that asset number recorded on the asset is visible and legible; Re-marks the asset when the number is illegible or faded;
- Maintains stock balance records for items held in stores and make recommendations for the replenishment of declining stock items;
- Checks requisitions for completeness;
- Individual performance plans created and submitted with key job targets for each appraisal year.

OTHER RESPONSIBILITIES:

- Performs any other related duties that may be assigned from time to time;

Required Competencies

Technical

- Sound knowledge of data and information management tools;
- Proficient Use of Microsoft Office Suite technology (Word, Excel);
- Good record keeping skills;
- Sound knowledge of Supplies Management;
- Basic knowledge of procurement guidelines;

Behavioural

- Strong customer orientation skills;
- Methodical, well organized and with an eye for detail;
- Results oriented;
- Effective oral and written communication skills;
- Strong interpersonal skills;

- Sound personal and professional ethics and integrity;
- Good Interpersonal and Customer Service skill.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- A.Sc. in Business Administration or related area;
- Training in Inventory Management; **PLUS**
- One (1) year's related experience;

OR

- Any other acceptable combination of academic qualification and experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to hazardous fumes;
- Exposure to harmful chemicals;
- Lifting and bending;

Applications along with résumés should be submitted no later than **Friday, September 20, 2024 to:**

Senior Director, Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.