



Southern Regional Health Authority



Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
Tel: (876) 625-0612-3 / 962-9491 / 962-8232
Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position in **MAY PEN HOSPITAL:**

STOREKEEPER (PIDG/RIM 3)-VACANT

Salary range \$2,190,302 – \$2,945,712 annum and any allowance(s) attached to the post

Job Summary

Under the direct supervision of the Operations Manager/Hospital Administrator this position is responsible for the receipt, storage, and issuing of all items, in accordance with established procedures in place.

Qualifications & Experience:

- Associate Degree/Diploma in Business Administration, Finance and Accounts
AND/OR
- Certificate in Supplies Management (MIND) – Level Three
- Certificate in Supervisory Management from a recognized institution would be an asset
- Entry Level requirements- 4 CSEC/GCE/SSC or City of Guilds
- One (1) year experience working in a Stores/Supplies Unit.
OR
- Any other equivalent combination of experience and qualifications

Required Knowledge, Skills and Competencies:

- Ability to communicate effectively both orally and in written format.
- Good interpersonal relations skills
- Good customer service skills
- Sound integrity, ethics in performance of duties
- Ability to analyze and interpret financial reports
- Excellent use of Information, Communication & Technology
- Knowledge of the Performance Management Appraisal System
- Knowledge of MyHR+
- Knowledge of the Data Protection Act

Key Responsibilities will include:

- Maintains continuous communication with Suppliers of goods and services for new products on the market that could be introduced at the workplace.
- Advises Procurement of out of stock items and reorder levels.
- Checks and receives supplies against Purchase Order and Delivery Slip to ensure that all items meet specifications, are received in good condition, and are of the required quantity.
- Stores and handles supplies properly, allowing for easy identification and retrieval, and the prevention of damage and deterioration. Particular attention should be paid to items with expiry dates.
- Ensures that items issued from the Stores department are supported by properly completed and approved documentation.
- Carry out a physical inventory, verify against records, and report any discrepancies on a weekly basis.
- Attend to calls after working hours to supply items for disaster and other emergencies.
- Establishes follow-up mechanisms to address and reconcile any discrepancies that may exist between physical balances and log book recorded balances.
- Store goods in appropriate order and issue using the first in first out system (FIFO).
- Performs other related duties as assigned by the Operations Manager/Hospital Administrator/Parish Administrator within the scope of training.

Applications along with resume should be sent no later than **Friday July 17, 2026** to:

Senior Human Resource Officer
May Pen Hospital
Muirhead Avenue, Clarendon, Jamaica
E-Mail – jobs.mphhr@gmail.com

*****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS VIA EMAIL*****

*****PLEASE INDICATE IN THE "SUBJECT LINE" THE NAME OF THE POSITION TO WHICH YOU ARE APPLYING*****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED