Southern Regional Health Authority

Clarendon Health Department

Compassion | Accountability | Respect | Efficiency

3-4 Georges Street, Denbigh, Clarendon, Jamaica WI
Tel: (876)986-4548/ 828-1894
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 at **Clarendon Health Department:**

FIXED ASSET/INVENTORY OFFICER (PIDG/RIM 3-Pay Band 5)-TEMPORARY

Salary range $2,299,817 – $3,092,998 per annum and any allowance(s) attached to the post.

Job Summary

Under the direct supervision of the Parish Administrative Officer the incumbent will be responsible to ensure that assets purchased and/or donated are accounted for through the application of unique asset codes and the maintenance and management of a current asset register within the health department and health centres.

Qualifications & Experience:

- Diploma in Business Administration/Management

AND/OR

- Certificate in Inventory/Asset Management
- Certificate in Supervisory Management from a recognized institution would be an asset
- Four (4) CXC or GCE 'O' Level Subjects
- One (1) year experience working in a Stores/Supplies Unit.

OR

- Any other equivalent combination of experience and qualifications

Required Knowledge, Skills and Competencies:

Core:

- Good analytical skills and sound judgement
- Ability to work on own initiative
- Ability to communicate effectively both orally and in writing
- Strong organizational skills and attention to detail
- Ability to maintain confidentiality
- Good team-work and cooperation

Technical:

- Working knowledge of accounting requirements
- Working knowledge of maintenance of proper asset management
- Working knowledge of the FAA Act
- Working knowledge of the Inventory Management System

Key Responsibilities will include:

- Adhering to the guidelines for the maintenance, retention and disposition of fixed assets and associated records.
- Ensuring Fixed Asset Register is maintained and updated with movement, acquisition and disposals in all locations.
- Ensuring Fixed Asset Register is maintained and updated with cost of fixed asset received, dated received, name of supplier or donor and receipt number of invoice where applicable.
- Verifying location records and ensure they are maintained and updated with movement, acquisition and disposals

- Ensuring all movement of Fixed Assets are properly documented using the required forms designed by SRHA.
- Providing information/recommendation to management re fixed assets as required
- Affixing inventory tags to designated assets and equipment and replaces damaged asset tags.
- Recording & monitoring of fixed assets sent for maintenance and/or repairs.
- Resolving minor inventory location/usage discrepancies.
- Coordinating physical transfer of obsolete/damaged items.
- Submitting weekly fixed asset report to Manager, Regional Inventory and Fixed Asset Manager of activities relating to fixed asset during the previous week.
- Maintaining Fixed Asset Donation Record

Special conditions associated with the job:

- May be required to work beyond the normal working hours as necessary to meet deadlines.
- May be required to lift items and supplies from time to time.

Applications along with resume should be sent **via email** no later than **Thursday, November 12, 2026** to:

Senior Human Resource Officer
Clarendon Health Department
3-4 Georges Street
Denbigh, Clarendon
E-Mail: chdhrjobs@gmail.com

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

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED