

SOUTHERN REGIONAL HEALTH AUTHORITY

The Southern Regional Health Authority (SRHA) is a statutory body under the Ministry of Health 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:

(Percy Junor Hospital)

RECORDS CLERK (STORES) - (PIDG/RIM 1) – (1 Position)

(Salary range \$665,604 –\$779,307 per annum and any allowance (s) attached to the post)

The successful candidate will be reporting to the Operations Manager; and will be responsible fulfilling store-keeping responsibilities and conducting stocktaking and evaluation through the implementation of the most effective systems and processes for inventory control. Record all assets held by the Hospital in the prescribed format and ensure that all donation of equipment/furniture are so recorded

Qualifications and Experience:

- Four (4) CXC or GCE O'Level subjects inclusive of Mathematics and English Language
- Certificate in Supplies Management would be an asset
- A minimum of two (2) years experience in Inventory Management System

Required Knowledge/Skills/Specialized Competencies:

- Good knowledge of Book Keeping and Inventory Management
- Working knowledge of the Financial Administration and Audit Act
- Excellent record keeping skills
- Good interpersonal skills
- Must have knowledge of the procurement procedures
- Excellent judgmental skills
- Working knowledge of maintenance of proper asset management
- Ability to communicate effectively both orally and in written format
- Good knowledge of relevant computer applications (Microsoft Excel, word, and PowerPoint).

Key Responsibilities will include:

- Performing stocktaking in the Stores Department
- In consultation with the Operations Manager develop sources of supplies based on quality, pricing and reliability to deliver on time
- Responding to audit queries relating to stores and inventory procedures and protocol.
- Giving guidance and support to the stocktaking exercise where necessary
- Preparing, maintaining and accurately updating Inventory Control Records to reflect all items acquired and dispatched
- Co-ordinating the procurement of technical supplies e.g. reagents, sundries
- Updating Inventory Management System as changes occur
- Preparing monthly orders in a timely manner
- Providing coverage for the Issuing Officer as directed.

*Applications along with resume should be sent no later than **August 09.,2022** to:*

Assistant Human Resource Officer
Percy Junor Hospital
Spaldings P.O.,
Clarendon.
FAX (876) 964-2222
E-Mail - junorpercy60@gmail.com / claudia.reynolds@srha.gov.jm

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED