

# 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](http://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 the **Regional Office**:

## **MANAGER, REGIONAL INVENTORY & FIXED ASSET (GMG/AM 4)**

(Salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.)

### **Job Purpose**

Under the direct supervision of the Director, Facilities, Operations and Maintenance the incumbent has responsibility for the following:

- Ensuring that assets acquisition procured and/or donated are accounted for through the application of unique asset codes and the maintenance and management of a current asset register within primary care.
- Identifies and report obsolete and or damaged assets, supporting/facilitating the officer of the respective facility in disposing of same observing the necessary protocols.

### **Minimum Required Qualifications and Experience**

The ideal candidate must possess:

- Bachelor's Degree in Business Administration/Management
- Certificate in Inventory/Asset Management
- Certificate in Supervisory Management
- Certificate in Project Management or Logistics

### **Required Knowledge, Skills and Specialized Techniques**

- Excellent knowledge of the GOJ Comprehensive Asset Management Policy for the Public Sector
- Working knowledge of the FAA Act
- Working knowledge of Accounting requirements
- Working knowledge of the Inventory Management System
- Working knowledge of maintenance and proper asset management
- 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

### **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, name of supplier or donor and receipt number of invoice where applicable.
- Verifies location records and ensures they are maintained and updated with movement, acquisition and disposals.
- Ensures all movement/transfer of Fixed Assets are properly documented using the required forms designed by SRHA.
- Providing information/recommendation to management re fixed assets as required.

- Affixes inventory tags to designated assets and equipment and replaces damaged asset tags and ensures that they are properly removed upon destruction/disposal.
- Ensuring that Assets purchased are tagged and delivered to the requesting department within two (2) working days.
- Recording and monitoring of fixed assets sent for maintenance and/or repairs and ensures that other used parts are properly documented.
- Resolves minor inventory location/usage discrepancies.
- Visits facilities to ensure asset registers and the inventory management system are maintained by Fixed Asset/Inventory Officers.
- Provides support to the Fixed Asset/Inventory Officers in the facilities.
- Makes recommendations to improve the systems in place relating to fixed assets and inventory management.
- Coordinating physical transfer of obsolete/damaged items.
- Submits monthly fixed asset report to Director, Facilities, Operations and Maintenance of activities relating to fixed asset during the previous month
- Maintains Fixed Asset Donation Record.
- Updates all location records for the Regional Office and ensures same is done in the facilities.
- Ensures proper approval is sought and documentation received based on the existing Asset Management Policy for transferring of assets across facilities
- Inspects donated items before they are sent to the facilities or make the necessary arrangements for assets to be inspected before delivery.
- Establishes SOPs for the Accepting and Accounting for Gifts or Donations
- Conducts physical inspection of assets to be disposed.
- Establishes SOPs to ensure compliance with the GOJ Comprehensive Asset Management Policy for the Public Sector

Applications along with resume should be sent no later than **Friday, November 18, 2022** to:

**Director, Human Resource Management & Development  
Southern Regional Health Authority  
3 Brumalia Road  
Mandeville.  
E-Mail - [jobs@srha.gov.jm](mailto:jobs@srha.gov.jm)**

**NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED**