



# Southern Regional Health Authority

## Clarendon Health Department

**Compassion | Accountability | Respect | Efficiency**

1-3 Jackson Street, Denbigh, Clarendon, Jamaica WI

Tel: (876)986-4548/ 828-1894

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 at **LIONEL TOWN HOSPITAL**:

### **STOREKEEPER (PIDG/RIM 3-Pay Band 5)-vacant**

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

Reporting to the Hospital Administrator, the successful candidate will be responsible for the ordering, receiving, storage, and issue of all items, in accordance with established departmental and governmental procedures.

#### **Qualifications & Experience:**

- Associate Degree/Diploma in Business Administration, Finance and Accounts

AND/OR

- Certificate in Supplies Management
- Certificate in Supervisory Management from a recognized institution would be an asset
- Four 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:**

- Knowledge of the Financial Administration and Audit Act (F.A.A)
- Knowledge of Government of Jamaica (G.O.J) Stores Management practices
- Knowledge of safety regulations
- Proficiency in the use of Microsoft Office, Microsoft word, Microsoft excel
- Working knowledge of stores management software application
- An in-depth understanding of interpreting stores documents
- Working knowledge of management principles and practices
- Excellent communication skills
- Good human relations and interpersonal skills
- Analytical and problem-solving skills
- Ability to network with customers and suppliers
- Proficiency in the use of computers as well as computer applications especially Microsoft Office Suite

#### **Key Responsibilities will include:**

- Maintaining continuous communication with Suppliers of goods and services for new products on the market that could be introduced at the workplace.
- Preparing Purchase Orders for goods, in accordance with established procedures, and provide follow-up to ensure receipt.
- Checking and receiving supplies against Purchase Order and Delivery Slip to ensure that

- all items meet specifications, are received in good condition and the required quantity.
- Storing and handling supplies, allowing for easy identification and retrieval, and the prevention of damage and deterioration.
  - Ensuring that items issued from the Stores are supported by properly completed and approved documentation.
  - Ensuring that the accounting procedures for items received into, and issued from the Stores, are maintained.
  - Maintaining accurate and current inventory records, so as to provide the respective departments with reliable and timely information.
  - Ensuring the proper housekeeping of the designated storage areas.
  - Attending to calls after working hours to supply items for disaster and other emergencies.
  - Liaising with Hospital Administrator regarding the speedy delivery of supplies when necessary.
  - Recording and reporting problems to the Hospital Administrator and suggest possible means for corrective actions.
  - Establishing follow-up mechanisms to address and reconcile any discrepancies that may exist between physical balances and log book recorded balances
  - Developing and implementing re-order level plan and maintain buffer stock.

Applications along with resume should be sent no later than **Friday, January 17, 2025** to:

**Senior Human Resource Officer  
Clarendon Health Department  
1-3 Jackson Street  
Denbigh, Clarendon  
E-Mail: [lthjobs365@gmail.com](mailto:lthjobs365@gmail.com)**

**\*\*IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL\*\***

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

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