



NORTH-EAST REGIONAL HEALTH AUTHORITY

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health and Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary, and Portland, is seeking to fill the following position at the **Portland Health Department**:

FIXED ASSET/INVENTORY OFFICER (PIDG/RIM 3)

Summary:

Reporting to the **Parish Administrator**, the incumbent will be responsible in providing assistance regarding the receiving, storing, securing, assembling and issuing of Fixed Assets at the General Stores and provide needed administrative support when required.

Qualification & Experience:

- Holds at least an Associate Degree or its equivalent in Business Administration, Procurement and Supply Chain Management, or Accounting.
- Minimum of three (3) years related experience in asset/inventory management, accounting, financial or administration activities.

Specific Knowledge, Skills & Competencies:

- Good analytical skills and sound judgment.
- Ability to work on own initiative.
- Ability to communicate effectively both orally and in writing.

Key Responsibilities will include, but are not limited to:

- Entering fixed assets information in the Fixed Assets database/registry.
- Periodically auditing and verifying inventory records annually, posting records on all equipment transferred within the Regional Health Authority.
- Producing fixed assets reports as requested by supervisor or departmental manager.
- Recommending to management whether fixed assets should be disposed of.
- Receiving, verifying (quality control) labelling and entering into fixed assets database/registry goods acquired in accordance with the Fixed Assets Management Manual: and distribute to recipients.
- Monitoring the movement of fixed assets by issuing asset movement permits, follow-up the movement of the assets in question and updating the asset location in the database accordingly.
- Unpacking and packing items and stock them on the shelving systems in the store.
- Keeping stocked items organized and readily accessible.
- Regularly comparing the quantities of items physically present in the store to the inventory records.
- Cleaning and maintaining the store, include keeping in order all tools and equipment so the department is in compliance with established safety rules.
- Examining items in inventory for defects, wear or damage and report to the store's supervisor.
- Preparing and submitting end of day inventory report to the supervisor.
- Performing any other associated duties assigned.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale (PIDG/RIM 3): \$933,069 - \$1,109,126 per annum along with any other allowance(s) attached to the post.

Applications along with detailed resume should be submitted no later than **Friday, 2022 October 07**
to:

**The Director,
Human Resource Management & Development
North-East Regional Health Authority
34-38 Ocean Village Shopping Centre, Ocho Rios
St. Ann
E-mail: jobs@nerha.gov.jm or Fax: (876) 795-2747**

**WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT-LISTED
APPLICANTS WILL BE ACKNOWLEDGED.**