

MINISTRY OF LEGAL & CONSTITUTIONAL AFFAIRS

Career Opportunity

The Ministry of Legal & Constitutional Affairs (MLCA) is seeking to recruit a suitably qualified person to fill the position of **Stores Keeper (PIDG/RIM 3) (vacant)**, salary range **\$1,984,305.00 to \$2,668,670.00** per annum.

JOB PURPOSE

To ensure adequate stock is maintained within the Ministry.

KEY RESPONSIBILITIES

- Liaises with suppliers and obtain quotations for the purchase of goods and services;
- Obtains approval from Procurement Officer to purchase goods from selected quotations;
- Checks and record goods received on the requisite card/register and stock away;
- Verifies nomenclature and specification of purchase request;
- Computes total cost of items purchase using calculator;
- Ensures that requisition forms are accurately completed by members of staff;
- Issues supplies to departments;
- Checks inventory records or stores to determine if supplies on hand are in sufficient quantity;
- Consults with suppliers concerning late deliveries;
- Compiles records of items purchase or transferred between departments;
- Compiles concerns with ordering, receiving, sorting, issuing of supplies and equipment;
- Compiles data from sources, such as contracts, purchase orders, invoice, requisition and enters information into computer to maintain inventory;
- Retains order file in established sequence and release back order for issue as stock becomes available;
- Compiles, control records and information, such as consumption rate, characteristics of items in storage and current market condition to determine stock supply and need for replenishment;
- Prepare requisition orders or other documents for purchasing or requisitioning new or additional stock items;
- Maintains stock cards;
- Performs physical inventory counting of stocks;
- Conducts audit as necessary.

REQUIRED COMPETENCIES

- Excellent oral and written communication skills;
- Good interpersonal skills;
- Excellent customer relations and quality focus skills;
- Good planning and organizing skills;

- Team work and cooperation;
- Excellent time management skills;
- Knowledge of relevant computer applications;
- Excellent analytical and problem-solving skills.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE
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- Associate Degree in Business Studies, Administration, Management, or Certificate in Supplies and Inventory Management from MIND
- Five (5) years related working experience in inventory control procedures;
- Knowledge of government store and inventory management guidelines.

Kindly submit cover letter and resume along with the names, telephone numbers and email addresses of two (2) references, one must be a former/current supervisor

no later than Monday, January 8, 2024 to:

Director, Human Resource Management and Development

Ministry of Legal and Constitutional Affairs

1A Fairway Avenue,

Kingston 6

Email: careers@mlca.gov.jm

The Ministry of Legal and Constitutional Affairs thanks all applicants for their interest, but only those shortlisted will be contacted.