

JOB PURPOSE

Under the direct supervision of the Director, Human Resource Management and Administration, the Inventory Officer will perform regular duties in Inventory Management in the Office of the Children's Advocate (OCA), areas prescribed within the Office of the National Rapporteur on Trafficking in Persons (ONRTIP), and give support when necessary to the National Child and Teen Helpline, SafeSpot.

The Officer is responsible to maintain proper inventory records of all equipment, furniture and assets. The Officer is also responsible for identifying and recommending equipment, furniture and assets that should be Board of Survey to the relevant authorities. Ensures that equipment, furniture and assets are insured in a timely manner.

To add, the incumbent must ensure that the principles and established standards of the Data Protection Act (2020) is upheld.

KEY OUTPUTS

- Respond and follow-up with queries in a prompt and efficient manner
- Actively maintain Inventory Management System for proper recording and Audit purposes
- Proficiency in the use of the relevant computer applications
- Maintain database for all Government Furniture, Equipment and other Assets
- Track the the usage of Stationery, Cleaning Supplies, Toiletry and Grocery and re-order when necessary
- Conduct general stock counts and resolve any variances in collaboration with the Director, Human Resource Management and Administration
- Receive and check-off supplies delivered to the OCA for verification by the organization's Procurement Unit;
- Highest level of confidentiality and integrity in handling all information and disseminating such information in both soft and hard copy; and
- Ensure timely submission of invoices received from suppliers to the Procurement Unit for subsequent submission to Final Accounts; and
- Performs any other duties assigned.

KEY RESPONSIBILITIES TO THE OFFICE OF THE CHILDREN'S ADVOCATE AND THE NATIONAL RAPPORTEUR ON TRAFFICKING IN PERSONS

TECHNICAL/PROFESSIONAL

- Maintain database of all Government furniture, equipment and other assets for the OCA and ONRTIP
- Monitor location of all furniture, equipment and Government assets
- Identifies and makes recommendation for all repairs and Board of Survey to the relevant authorities

- Liaises with members of staff to ensure tools, furniture and equipment are functional and arrange for repairs when needed
- Liaise with Insurance Broker to facilitate timely update of coverage or termination of coverage
- Checks, collects and records goods/services purchased by the OCA within reasonable time
- Distributes goods and supplies to Internal Staff and maintain records on the specified forms provided
- Ensure that items are monitored and report deviations in usage
- Establish appropriate re-order levels for all goods and supplies used by the OCA
- Maintain Inventory database for Stationery Supplies
- Track expiration of Grocery items

ADMINISTRATIVE

- Prepares and monitors work schedules/plan for the unit
- Prepares report on all equipment that are to be repaired and Board of Surveyed
- Prepares and submits usage and Inventory reports as requested
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division and the Asset Management Policy
- Assist in the coordination of meetings relevant to the Division’s role and functions

MOTOR VEHICLE MANAGEMENT

- Provide support services to the Human Resource Management and Administration by randomly checking to ensure that vehicles assigned to eligible travelling officers are parked in their assigned Lot and same is recorded on the prescribed Form
- Conduct weekly inspection of the OCA Motor Vehicle and arrange for scheduled maintenance in accordance with the Government Motor Vehicle Policy
- Ensure that the Motor Vehicle documents are updated in a timely manner;
- Update Car Park Schedule for Lots assigned to eligible Travelling Officers as required

CONTACT INFORMATION

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| <p><u>Internal</u></p> <ul style="list-style-type: none"> ▪ The Children’s Advocate and the Deputy Children’s Advocate ▪ Director, Human Resource Management and Administration ▪ General Staff (OCA & ONRTIP) ▪ Manager, Public Procurement and the Public Procurement Officer | <p><u>Communication</u></p> <ul style="list-style-type: none"> ▪ Seek necessary approval from the Children’s Advocate ▪ Communicate necessary information and circulars to the general staff on matters relating ▪ Gain knowledge and information on purchases relative to fixed assets and goods or other related matters. |
| <p><u>External</u></p> | <p><u>Communication</u></p> |

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| <ul style="list-style-type: none"> ▪ The Asset Management Unit – MOFPS ▪ Insurance Broker | <ul style="list-style-type: none"> ▪ Seek information/guidance and updates on matters relative to any changes on guidelines and procedures or approval ▪ Communicate on insurance matters for fixed assets |
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REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

Core:

- Good oral and written communication skills
- Strong customer and quality focus skills
- Good interpersonal skills
- Ability to foster teamwork
- Strong planning, organizing skills

Technical:

- Knowledge of Inventory Management
- Record Management Skills
- Knowledge of GOJ Asset Management Policies and Procedures
- Proficiency in the use of the relevant Master Fixed Asset System accompanied with the Location Records

SPECIAL CONDITION ASSOCIATED WITH THE JOB

- The job will require some amount of lifting in and around the storage areas from time to time; and
- Infrequently, the incumbent might have to work long hours.

PERFORMANCE STANDARDS

- High level and quality of service delivered:
 - Accurate and timely preparation of reports assigned for review
 - Confidentiality, impartiality and integrity in all operations in keeping with the Staff Orders for the Public Service Regulations, 1961 and the Child Care and Protection Act, 2004
 - Objectives and targets met in accordance with agreed performance standards

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Successfully completed five (5) subjects in the CXC/GCE O' Level inclusive of Mathematics/Accounts and English Language;
- Three (3) years' work experience in related field;
- Training in Inventory Management or Supplies Management would be an asset