



## Office of the Services Commissions

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### **CIRCULAR No. 61** **OSC Ref. C. 6210/S5<sup>20</sup>**

18<sup>th</sup> March, 2026

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/be assigned to the following posts in the **Ministry of Foreign Affairs and Foreign Trade**:

1. **Inventory Officer (GMG/AM 1) (Vacant) - Administration, Property and Security Management Department**, salary range \$1,439,455 - \$1,935,907 per annum.
2. **Stores Officer (GMG/AM 1) (Vacant) - Administration, Property and Security Management Department**, salary range \$1,439,455 – \$1,935,907 per annum.
3. **Attendant (LMO/TS 1) (Not Vacant) - Administration and Administration, Property and Security Management Department**, salary range \$18,647- \$25,078 per week.

#### 1. **Inventory Officer (GMG/AM 1)**

##### **Job Purpose**

Under the direct supervision of the Office Services Manager, the Inventory Officer is responsible for maintaining proper inventory records of all the Ministry's furniture, equipment and assets. The Officer is also responsible for identifying and recommending to the relevant authorities, equipment, furniture and assets that should be Board of Surveyed.

##### **Key Responsibilities**

###### ***Professional/Technical:***

- Develops and maintains database of all Government furniture, equipment and other assets at Headquarters and overseas Missions;
- Monitors location of all furniture, equipment and Government assets at Headquarters and obtains reports from overseas Missions;
- Develops and maintains Master Inventory of furniture, equipment and assets of the Ministry's Headquarters and overseas Missions;
- Identifies and recommends all repairs and Board of Survey to the relevant authorities;
- Installs and maintains all location records within the Ministry's Headquarters and collaborate to overseas on this matter;
- Ensures that the Conference Rooms are prepared for meetings with the provision of desk, chairs and tables, etc;
- Establishes follow-up mechanisms to address and reconcile any discrepancies that may exist between physical balances and inventory record balances;
- Reports any breach or inventory loss to the Office Services Manager;
- Prepares responses to audit queries and submits by deadline;
- Keeps abreast of changes in policies that relates to inventory management and control;
- Files copies of the Master, Location and Individual Control Records for all assets;
- Marks furniture, equipment, machinery and tools;
- Verifies physical presence of assets;
- Supervises onsite repairs to furniture and equipment;
- Performs any other related duties that may be assigned from time to time.

##### **Required Knowledge, Skills and Competencies**

###### ***Core:***

- Good oral and written communication skills;
- Strong customer and quality focus skills;
- Good planning and organizing skills;
- Good interpersonal skills;
- Ability to work in a team;
- Good report writing skills.

**Technical:**

- Knowledge of the operations of Government/knowledge of the Ministry's policies;
- Proficiency in the use of the relevant computer applications;
- Knowledge of the Financial Administration and Audit (F.A.A) Act;
- Knowledge of Government of Jamaica (GOJ) Inventory Standards and Procedures;
- Working knowledge of safety regulations;
- Proficient in Microsoft Office Suite (Word, Excel, and Outlook, PowerPoint);
- Working knowledge of an inventory management software application;
- Working knowledge of management principles and practices;
- Analytical and problem-solving skills

**Minimum Required Qualification and Experience**

- Associate Degree in Business Administration, Public Administration, Accounting or other related field;
- Training in Government Asset Management, Supplies Management and/or Supplies and Purchasing Management;
- Supervisory Management training with at least one (1) years' experience leading teams;
- Two (2) years in Inventory Management and related experience.

**2. Stores Officer (GMG/AM 1)****Job Purpose**

Under the direct supervision of the Office Manager, the Stores Officer ensures that office supplies, including stationery, are issued to staff in accordance with established departmental and governmental procedures.

**Key Responsibilities**

- Maintains continuous communication with the Procurement Unit for the supply of goods and services for new products on the market that could be introduced at the workplace;
- Checks all incoming goods/supplies to ensure that specifications are met and that the correct amount ordered is supplied on delivery;
- Collects store requisitions of goods, check for authorization and verification by Head of Departments;
- Prepares and submits requests to purchase supplies periodically, depending on usage pattern;
- Monitors and control stock levels so that requests maybe/are satisfied in a timely manner;
- Checks and counter-signs delivery invoices, waybills and requisitions;
- Adopts and modifies established methods and techniques in consultation with Office Manager for the control and improvement of the daily activities of the Store, to ensure that all supplies are safely secured in the stores;
- Liaises with Office Manager regarding the speedy delivery of supplies, when necessary;
- Records and report problems to the Office Manager and suggest possible means for corrective actions;
- Responsible for the accurate recording and accounting procedures of the store;
- Distributes stationary/items during stipulated hours and accordance with standard operation procedure (SOP);
- Monitors database of expiring dates for perishable items;
- Prepares stocks count on a quarterly basis;
- Establishes follow-up mechanisms to address and reconcile any discrepancies that may exist between physical balances and log book recorded balances;
- Develops and implement re-order level plan and maintain buffer stock;
- Store goods in appropriate order and issue using the First in First Out system (FIFO);
- Responds to audit queries;
- Prepares statements of facts surrounding loss of goods;
- Ensures the cleanliness and proper organization of items in the Store Room;
- Performs other related duties as assigned by Office Manager within the scope of training.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Ability to communicate effectively in a written and oral format at all levels.
- Good human relations and interpersonal skills.
- Analytical and problem solving skills.
- Good interpersonal skills

#### **Technical:**

- Ability to network with customers and suppliers of the stores
- Computer literacy.
- Ability to manage a store.
- 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
- An in-depth understanding of interpreting stores documents

### **Minimum Required Qualification and Experience**

- Certificate in Supplies Management
- Entry Level requirements four (4) C.X.C including English Language and Mathematics/Accounts.
- One (1) year experience working in a Stores/Supplies Unit. or
- Any other equivalent combination of experience and qualifications

### **3. Attendant (LMO/TS 1)**

#### **Job Purpose**

To provide ancillary support services to the staff of the Ministry.

#### **Key Responsibilities**

##### ***Professional/Technical:***

- Cleans kitchen/pantry area and utensils on a daily basis;
- Assists in the preparation and serving of refreshments for visitors to the Ministry;
- Distributes files and mail to officers in the Ministry, as instructed;
- Any other duties assigned.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Good customer service skills
- Good interpersonal skills
- Ability to interpret written and oral instructions and apply methods to effect same
- Basic culinary training

### **Minimum Required Qualification and Experience**

- Secondary School Leaving Certificate
- Training in Basic Culinary Skills
- A minimum of 2 - 3 years previous experience.
- Valid Food Handlers' Permit

Applications, accompanied by résumés, should be submitted **no later than Tuesday, 31<sup>st</sup> March, 2026, to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Foreign Affairs and Foreign Trade  
2 Port Royal Street  
Kingston**

Email: [recruitment@mfaft.gov.jm](mailto:recruitment@mfaft.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**