



The Department of Correctional Services

Applications are invited from suitably qualified persons to fill the following post within the Department of Correctional Services:

SUPERINTENDENT OF STORES (GMG/AM 2)

JOB PURPOSE:

Under the direction of the Procurement Officer the incumbent shall assist in the management of the procurement of goods and services for the Department with special responsibility for the procurement of uniforms and accoutrements in keeping with accounting practices and the FAA Act. He/She shall inspect all storage facilities under the control of the department making sure that food; chemicals, uniforms and other materials are properly accounted for and stored in keeping with safe and hygienic storage practices.

Duties and responsibilities:

- Assist with the procurement and distribution of uniforms and accoutrements for Correctional Officers by;
 - ✚ Gathering data as to shoe size; measurement for pants, shirts, skirts and total number of each item to be purchased.
 - ✚ Working with Procurement Officer in the development for specifications for uniforms taking into consideration climatic condition, quality of material and durability.
 - ✚ Checking uniforms on delivery to ensure they meet specification and the correct quantity.
 - ✚ Coordinating the convenient and smooth delivery of uniforms to each Officer.
 - ✚ Keeping the appropriate records of transactions starting from procurement to delivery to officers/offices/institutions.
- Checks and verify bills, invoice orders and delivery statements to ensure that payments are in keeping with order/delivery.
- Makes cash purchase (weekly/monthly) of stocks for adult and juvenile institutions ensuring that the procedure for such activity is observed.
- Ensures the safe and secure storage and distribution of material, accessories and finished items as per request of institutions and in keeping with the regulations.
- Assists with Inspection of all goods received in large quantities and the distribution to Probation Offices across the island
- Conducts regular checks on stores across the island to ensure proper storage to prevent/reduce waste due to spoilage and conformity to store management procedures.
- Conducts investigations (whenever required) into the loss of items of goods by spoilage or irregularities.
- Assists the Chief Procurement Officer in the clearing of goods at the port of entry and collect Pro-forma Invoices from proposed suppliers.
- Arranges for the security of vehicles transporting large quantities of office furniture and equipment for delivery to institutions and Offices island-wide.
- Prepares quarterly schedules of goods purchased, for submission to the Ministry of Finance and Planning.

- Verify payment in lieu of uniform for Correctional Officers who have died or retired from the service
- Prepares/compiles monthly, statements of debts to be considered for payment by the warrant meeting.
- Prepares and submits quarterly reports to Supervisor and Executive.
- Maintains an updated inventory on uniforms.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- Certificate in Public Administration **or** 4 Subject at the CXC/G.C.E O' Level and three (3) years experience in a related field

Applications accompanied by resume should be submitted no later than Tuesday, October 31, 2017 to:

Senior Director, HRM/Administration
Department of Correctional Services
5-7 King Street, Kingston
or
Email: hrm.dcsj@cwjamaica.com

NB: Only shortlisted applicants will be contacted.