



Applications are invited from suitably qualified candidates to fill the following positions within the **CORPORATE SERVICES DIVISION**, at the National Land Agency.

**SUPERVISOR, FINAL ACCOUNTS AND REPORTING  
(LEVEL 7)**

The incumbent will report to the Manager, Financial Reporting.

**Job Purpose**

To ensure that accounting practices and established organizational guidelines are adhered to, while and maintaining the accounting database.

**Job Outputs**

- Prepares reports.
- Guides staff (in respect of work) given.
- Conducts performance appraisals.
- Identifies training initiatives for staff.
- Enforces regulatory statutes.
- Prepares financial statements.
- Provides accounting information.

**Key Responsibilities:**

***Management/Administrative Responsibilities***

- Reviews and recommends changes in procedures to improve efficiency within the unit.
- Plans and organizes the unit's work activities.
- Prepares reports on the status of activities in the Unit.
- Conducts performance appraisals in accordance with PMAS guidelines.
- Provides guidance to staff through coaching and monitoring of work.
- Provides leadership through example and the sharing of knowledge and skills.
- Ensures staff compliance with policies and work procedures.
- Ensures staff engagement in training initiatives.

***Technical/Professional Responsibilities***

- Verifies balances on general ledger application.
- Ensures compliance with relevant financial regulatory statutes.
- Ensures revenue collected is accounted for and lodged to the appropriate accounts.
- Compiles annual accounts for submission to management and the portfolio Ministry.
- Assists in the preparation of monthly and annual statements.
- Liaises with banks regarding queries from reconciliations.
- Assists the Cashier in checking off cash collected.
- Issues cheques to relevant persons.

***Other Responsibilities***

- Keeps abreast of trends and changes in accounting and finance and recommends revisions where necessary.
- Provides information to internal and external auditors, as requested.
- Performs other related duties assigned from time to time by the Manager.

**Required Competencies/Skills**

The job-holder will be able to demonstrate:

- Effective oral and written communication skills.
- Excellent interpersonal skills.
- Excellent time management skills.
- Good analytical and problem solving skills.
- Sound knowledge of financial and accounting principles and procedures including the FAA Act.
- Working knowledge of relevant computer applications.
- Sound work ethics.

**Minimum Required Education and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting from a recognized University **OR** ACCA Level 2 **OR** an Associate's degree in Accounting from MIND along with a Diploma in Government Accounting from MIND.
- At least three (3) years' experience in a supervisory accounting position along with related working experience.
- Certificate in Supervisory Management as an asset.
- Training/Certificate in Leadership/ Management would be an asset.

**Remuneration Package:** - Salary Range: \$3,770,761.00 - \$5,071,254.00 p.a.

**DOCUMENT MANAGEMENT ADMINISTRATOR  
(LEVEL 6)**

The incumbent reports to the Information Governance Specialist.

**Job Purpose**

To provide support in the management of records in central registries, and to develop and maintain appropriate systems in support of records movement, maintenance, retention and disposition.

**Key Outputs**

- Establishes a system for processing incoming/outgoing correspondence established.
- Monitors and maintains franking machine.
- Procedures reviewed.
- Completion of Performance Appraisals.
- Training initiatives identified.
- Reports prepared and developed.
- Manuals completed and updated.
- Maintenance of Value Book.

**Key Responsibility Areas:**

***Management/Administrative Responsibilities***

- Provides leadership through example and sharing of knowledge/skills.
- Conducts performance evaluations, as required in accordance with PMAS guidelines.
- Assists with the development and delivery of training for staff in the section.
- Prepares reports, as requested.

***Technical /Professional Responsibilities***

- Examines and evaluates records management systems to develop new systems or improve existing methods for the efficient handling, protecting and disposing of official records and information.
- Assists with the review and documentation of records management policies and procedures.

- Works with the Information Governance Specialist to develop and maintain policies, plans, standards and procedures to control each type of applicable record, document and data item in conformance with established records management standards.
- Assists with the development of a Records Management and Disaster Prevention and Recovery Manual.
- Supervises the operations of the Central Registries.
- Evaluates findings and recommends changes or modifications in procedures, utilizing knowledge of functions of operating units, referencing systems and filing methods.
- Devises the development of databases and electronic systems in support of all records management functions and liaises with the Information Communication Technology Division in the design and control use of such systems.
- Establishes and maintains a system for processing incoming and outgoing documents/correspondences to and from relevant sections.
- Assists with the provision of information related to queries under the Access to Information Act.
- Liaises with the Post Office for the maintenance of franking machine.

#### ***Other Responsibilities***

- Performs other related duties assigned from time to time by the Information Governance Specialist.

#### **Performance Indicators**

- Confidentiality is displayed in the conduct of duties
- Up-to-date and accurate records are maintained for incoming and outgoing correspondences.
- Ensures that outgoing correspondences are securely stored.
- Value book is properly maintained and all monies received is delivered to Cashier within the time specified.
- Manuals are developed and consistently updated.
- Reports are accurate and on time.
- Timeliness in deliverables according to established standards.
- Work of the Document Management Unit is carried out in accordance with established standards, principles and procedures.
- Staff members are motivated, effective and efficient.

#### **Required Competencies**

The post-holder will be able to demonstrate:

- Excellent interpersonal skills.
- Excellent planning and organising skills.
- Strong analytical and problem solving skills.
- Excellent knowledge of records management practices.
- Knowledge of information governance standards and practices.
- Able to exercise initiative at all times.
- Attention to detail and a high level of accuracy
- High level of technical expertise in relation to the components of an effective records management programme and information literacy skills.
- Ability to communicate at all levels.
- Competence in the use of relevant computer software.

#### **Minimum required Education and Experience**

- Bachelor of Science Degree in Library and Information Studies, Business Administration, Public Administration, Management Studies ***OR*** equivalent qualification.
- Training in Records Management or Information Governance would be a distinct asset.
- At least three (3) years' experience in a records management environment.

**Remuneration Package:** - Salary Range: \$3,094,839.00 - \$4,162,214.00 p.a.

**OFFICE SUPERVISOR**

**(LEVEL 5)**

The incumbent will report to the Administrator.

**Job Purpose:**

To organize and coordinate the delivery of support services and personnel in relation to transportation/fleet management, basic procurement, facility/building maintenance, stores asset and inventory management in order to ensure organizational effectiveness and efficiency.

**Key Outputs**

- Work Plans developed
- Work procedures implemented
- Facilities Cleansed
- Performance Appraisals conducted
- Building, equipment, etc. maintained
- Inventory taken
- Vehicles assigned
- Petrol monitored
- Reports developed

**Key Responsibilities:**

**Managing/Administrative Responsibilities**

- Ensures that staff complies with the policies and procedures in the execution of their duties
- Prepares schedules of work for support staff and monitors to ensure that activities are executed according to Work Plans
- Conducts performance appraisals in accordance with established guidelines
- Liaise with staff and suppliers
- Coaching staff and recommending disciplinary actions to the Administrator
- Review and approve supplies requisitions prepared by the Senior Records Officer/Records Officers
- Requests and monitor to ensure completion of requests
- Verify receipt of supplies and services
- Maintain buildings and office equipment
- Respond to staff enquiries and complaints in a timely manner
- Assists with the investigation and preparation of reports of accidents involving fleet vehicles assigned to the location.

**Technical/Professional Responsibilities**

- Ensures that the daily cleaning and routine maintenance of office facilities including grounds maintenance are done and submit weekly report to Administrator.
- Selects and monitors service providers for repairs to facilities and ensures that minor facility repairs (plumbing, air conditioning, electrical etc.) are conducted efficiently and effectively
- Assists with identifying major repairs to be undertaken to facilities and informs Administrator about the condition.
- Facilitates the procurement and distribution of office supplies, furniture and equipment for items under \$1,500,000.
- Maintains the central Stores and ensures that there is an adequate stock of stationery, office and other supplies required by the Divisions and monitor and minimum stock levels in accordance with best practices.

- Ensures that an up to date schedule of assets is maintained and inventory records are kept current for relevant divisions
- Ensures that inventory location records are posted and up to date
- Assists the Administrator with the co-ordination of disaster preparedness and emergency management initiatives at the relevant location.
- Assists with and implement energy conservation initiatives
- Coordinates the daily use and deployment of vehicles assigned to the location
- Prepares weekly Vehicle Itineraries and Overtime Schedules and submits to Administrator
- Ensures Driver Log books are kept current and are signed daily and log sheets submitted weekly to Transport Supervisor.
- Ensures that Vehicle Advance Card Log is maintained and cards are used according to GOJ guidelines
- Ensures that Subsistence and Overtime Claim forms are properly completed, accurate and are checked against the Motor Vehicle Tracking System
- Monitors the Utilization of petrol and submits fortnightly reconciliation reports to Transport Supervisor.

***Other Responsibilities***

- Performs other related duties assigned from time to time by the Manager

**Performance Indicators**

- Adequate inventory of supplies are maintained
- The Divisions' buildings, furniture and equipment are properly maintained.
- Reports are accurate and on time
- Staff are effective and efficient
- Good coordination and effective working relations exist with other Branches.

**Required Skills and Competencies:**

The post-holder will be able to demonstrate:

- Excellent Interpersonal Skills
- Excellent analytical, planning, organizing and problem solving skills
- Critical thinking skills
- Excellent written and oral communication skills
- Team building skills
- Decision making skills
- Excellent time management skills
- Ability to manage stress and a high stress working environment
- High level of confidentiality
- Sound work ethics and unquestionable integrity
- Ability to exercise initiative
- Basic knowledge of facility management including electrical, HVAC systems, plumbing and maintenance of mechanical and electrical equipment
- Competence in the use of word processing and spreadsheet software in particular Excel

**Minimum Required Qualification and Experience**

- Associate Degree or Diploma in Business Studies, Business Administration, Logistics, Operations Management, Management Studies or Supplies Management (MIND) or equivalent qualification
- At least two years' experience in a similar position
- Working knowledge of GOJ procurement guidelines
- Knowledge of GOJ Transport Policy and Procedures
- Sound knowledge of Stores/Supplies management and practices
- Certificate in Supervisory Management would be an asset

**Remuneration Package:** - Salary Range: \$2,478,125.00 – \$3,332,803.00 p.a.

**ASSET MANAGEMENT INVENTORY OFFICER  
(LEVEL 5)**

The incumbent will report to the Operations Manager.

**Job Purpose:**

To update and maintain proper records of all assets acquired and ensures that disposal is done in accordance with established standards and guidelines.

**Key Outputs:**

- Reports prepared (monthly, quarterly)
- Up to date Inventory of all assets

**Key Responsibilities:**

***Administrative Responsibilities***

- Assists in the development and implementation of programmes for the Division's Operational Plan.
- Prepares and monitors work schedules/plan for the unit
- Prepares and submits activity and other 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
- Creates Standard Procedures for management of assets owned, leased/rented
- Ensures the budgetary alignment with assets purchased
- Maintains regular contact with Senior Administrator, Operations to ensure proper recording of all assets in Government houses.
- Monitors and reports on the state of assets to assist with budgetary plans
- Ensures that the asset systems (fixed assets) are maintained
- Ensures that Asset records are aligned with fixed asset accounting records
- Periodically reviews standard operating procedures and internal process and documents and updates accordingly
- Facilitates training of all relevant support staff

***Inventory Management***

- Ensures that stock cards are updated.
- Checks items in stock to ensure they are equal to amounts on stock cards
- Prepares and submits usage and inventory reports as requested
- Ensure that items are monitored and report deviations in usage
- Establish appropriate re-order levels

***Fixed Asset Inventory Management***

- Ensure that Fixed Asset Inventory Systems are maintained and that all items of furniture and equipment are accounted for.
- Completes and updates all control records for all categories of furniture, equipment and machinery
- Ensures that all items of furniture and equipment are marked/coded
- Carries out periodic checks on locations and updates location records
- Make arrangements for the Board of Survey for the disposal of unserviceable assets including vehicles
- Arranges for the disposal of assets for which approval has been granted
- Implementation of the approved procedures to provide for custody of all furniture, equipment and machinery
- Ensure system is in place to receive and track all assets via electronic means
- Take custody of Master Inventory and update records
- Authorizes the removal or transfer of All assets the Agency's locations and intra divisions

### ***Other Responsibilities***

- Performs other related duties assigned from time to time by the Operations Manager

### **Performance Indicators**

- Established deadlines, targets and set standards are consistently met.
- Asset records are up- to-date and accurate.
- Established policies and procedures are observed in the execution of duties.
- Fixed asset inventory is up-to-date and accurate.
- Adequate stock levels maintained
- Master Inventory is current
- Assets disposed in timely manner

### **Required Competencies/Skills:**

The post-holder should be able to demonstrate:

- Excellent Interpersonal Skills.
- Sound knowledge of GOJ Asset Management Policy
- Knowledge of GOJ Comprehensive Motor Vehicle Policy
- Sound knowledge of filing
- Competence in the use of relevant computer software.
- Good written and oral communication skills.
- Ability to work effectively in a team.

### **Minimum Required Qualifications and Experience**

- Associate Degree in Business Administration, Business/Management Studies **OR** Diploma in Inventory Management **OR** Supplies Management from MIND
- At least two (2) years' experience in a similar position, particularly in the public sector.
- ***Certificate in supervisory Management would be an asset.***

**Remuneration Package:** - Salary Range: \$2,478,125.00 – \$3,332,803.00 p.a.

## **SENIOR FINAL ACCOUNTS OFFICER (LEVEL 5)**

The incumbent will report to the Supervisor, Final Accounts & Reporting.

### **Job Purpose**

To provide accountability for revenue and expenditure credits and ensure that records of general ledger transactions are updated and maintained in accordance with established procedures; to ensure that accounting information is maintained in accordance with GAAP, the FAA Act, Executive Agencies Act and established organizational guidelines.

### **Key Outputs**

- Updates general ledger system.
- Ensures proper accounting and revenue reporting system exists.
- Inspection of revenue records (include site visits).
- Generates responses to audit queries.

### **Key Responsibility Areas:**

#### ***Management/Administrative Responsibilities***

- Assists the supervisor in maintaining the appropriateness of the general ledger.

#### ***Technical /Professional Responsibilities***

- Compiles fixed assets register shown on the Balance Sheet.
- Prepares monthly depreciation of assets and submits to the Supervisor for verification.

- Prepares reports on activities assigned.
- Prepares journal and inputs data into the computerized general ledger system.
- Ensures that all revenue transactions are recorded.
- Provides the reconciliation report for all general ledger receivables accounts.
- Assists in the preparation of audit schedules to facilitate year end audits.
- Reconciles Cashier on a daily basis to ensure collections are accurately recorded in GRM registry cashier.
- Provides discrepancy reports.
- Assists in the provision of information/documentation to internal and external Auditors.
- Assists in the preparation of responses to audit queries.
- Reviews journals prepared by the junior officer to ensure accuracy, completeness and consistency with supporting documents.
- Prepares monthly divisional expenditure and revenue statements for submission to the Supervisor.

***Other Responsibilities***

- Performs other related duties assigned by the Supervisor from time to time.

**Performance Indicators**

- Daily /weekly collection of revenue data.
- Collates and generates journal and uploads to financial system two (2) days after the end of each month.
- Prepares journals in accordance with established standards, principles and legal requirements.
- General ledger system updated within the prescribed timeframe of 30 days.
- Maintains Confidentiality of information.
- Generation of reports within seven (7) days.

**Required Competencies/Skills**

The post-holder should be able to demonstrate:

- Good communication skills.
- Good interpersonal skills.
- Results-oriented.
- Attention to details and a high level of accuracy.
- Sound work ethics.
- Sound knowledge of accounting principles.
- Sound knowledge in relevant computer applications particularly Sage Accpac.
- Competency in report writing.
- Excellent knowledge of financial and accounting principles and procedures including, GAAPs, IFRSs and the FAA Act.

**Minimum Required Qualifications and Experience**

- AAT (*Level 2*) **OR** CAT (*Level B*); **OR**
- Certificate in Accounting from a recognized institution; **OR**
- Associate of Science Degree in Accounting from MIND; **OR**
- Government Accounting (*Level 2*); **OR**
- Completion of 2 years of a Bachelor's Degree in Accounting or Management Studies from a recognized University.
- Two (2) years' experience working in an accounting environment.

**Remuneration Package:** - Salary Range: \$2,478,125.00 - \$3,332,803.00 p.a.

**FINAL ACCOUNTS OFFICER  
(LEVEL 4)**

This position reports to the Supervisor, Final Accounts & Reporting.



**Job Purpose**

To prepare accounting records and to maintain and store these records in accordance with GAAP, FAA Act and established organizational guidelines.

**Key Outputs**

- Prepares bank reconciliation statements.
- Prepares monthly journals.
- Updates cash book and general ledgers.
- Monitors the Agency's bank accounts.
- Reports on bank balances.
- Warrants receivable account maintained.

**Key Responsibilities:*****Technical /Professional Responsibilities***

- Monitors electronically, the Agency's bank accounts maintained at the Corporate Office.
- Upkeep of the warrants receivable account.
- Maintains the electronic cash book.
- Reconciles all bank accounts held by the Agency with the exception of those relating to the Property Accounts Unit, and prepares related statements.
- Liaises with banks to facilitate the correction of any errors to be made to the Agency's bank accounts.
- Files records (lodgment slips, etc.).
- Provides daily/weekly updates of bank balances to Supervisor/Finance Manager to facilitate decision making.
- Prepares monthly journals with accompanying supporting documents in relation to expenditure credits and advance receivables.
- Assists with the maintenance of fixed assets register on Sage Accpac.
- Assists with the monthly reconciliation of general ledger accounts.

***Other Responsibilities***

- Performs other related duties assigned from time to time by the Supervisor.

**Performance Indicators**

- Bank accounts reconciled and statements submitted in a timely manner.
- Electronic cash book consistently updated.
- Bank balances updated daily and weekly.
- General ledger accounts reconciled in a timely manner.
- Submission of accurate journal entries in a timely manner
- Fixed Asset Register consistently updated

**Required Competencies/Skills**

The post-holder should be able to demonstrate:

- Good communication skills
- Good interpersonal skills
- Sound knowledge of accounting principles
- Sound knowledge of relevant computer applications particularly Sage Accpac.
- Competence in the preparation of cash book.
- A working knowledge of financial and accounting principles and procedures, including the FAA Act.
- Sound work ethics.

**Minimum Required Qualifications and Experience**

- AAT (*Level 2*) or CAT (*Level B*); **OR**
- Diploma, Accounting from a recognized institution; **OR**
- Government Accounting (*Level 2*).
- Two (2) years' experience working with bank reconciliation.

**Remuneration Package:** - Salary Range: \$1,550,136.00 - \$2,084,761.00 p.a.

## **SENIOR SECRETARY**

### **(LEVEL 4)**

This incumbent will report to the Operations Manager/Director of Finance.

#### **Job Purpose**

To provide effective and efficient secretarial assistance to the Manager/ Director.

#### **Key Outputs**

- Processing of correspondence.
- Monitoring of the Manager's/ Director's schedule.
- Taking of Minutes/ compilation of manuscripts.
- Preparation of reports.
- Maintains records management system.
- Monitoring of stationery.
- Preparation of Attendance Reports.
- Updating of the online requisition folder.

#### **Key Responsibilities:**

- Typing and preparing correspondence, reports and other documents.
- Accurately reproducing manuscripts and briefs prepared by the Manager.
- Taking dictation and reproducing notes into final product.
- Establishing and maintaining an effective records management system that allows for security, easy access and retrieval of information/documents.
- Processing incoming and outgoing correspondence; and ensuring that all matters are routed to the Manager or other relevant persons for attention.
- Establishing and maintaining effective liaisons with the Manager and other personnel internally and externally, in order to facilitate the smooth flow of communication.
- Arranging meetings on behalf of the Manager
- Attending meetings and preparing minutes.
- Scheduling of routine and special appointments for the Manager.
- Monitoring stationery and other miscellaneous items used in the unit.
- Monitoring the Attendance Register.
- Updating the online requisition folder.

#### **Performance Indicators**

- Letters and other correspondence are consistently free of errors and delivered in the timeframe specified.
- Engagements for the Manager are accurately logged and reminders provided in a timely basis.
- Records are professionally and safely filed and easily retrieved.
- Stationery is supplied to the Branch using the reorder-point approach.
- Confidentiality and integrity are maintained in the execution of duties.
- Attendance Register is up-to-date.
- The online requisition folder is up-to-date.

#### **Required Competencies/Skills:**

The post-holder should be able to demonstrate:

- High level of confidentiality.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Outstanding time management skills.
- Sound work ethics.
- Ability to work on own initiative and under pressure.
- Typing/word processing speed of at least 50 words per minute.
- Excellent shorthand/note-taking skills.

- Excellent computer skills, i.e. proficiency in the use of MS Office applications, including MS Word and MS Excel.

**Minimum Required Qualifications and Experience**

- A certificate in Administrative Management – Level 2.
- Four (4) CXC/GCE O' Level subjects including English Language.
- Three (3) years' related work experience.

**Remuneration Package:** - Salary Range: \$1,550,136.00 - \$2,084,761.00 p.a.

**PUBLIC PROCUREMENT ADMINISTRATOR  
(LEVEL 4)**

The incumbent will report to the Manager Public Procurement.

**Job Purpose**

Under the general supervision of the Manager Public Procurement, the Public Procurement Administrator is responsible for providing complete administrative support, including first point of contact, time management, correspondence disposition and resolution.

**Key Responsibilities:**

***Management/Administrative Responsibilities***

- Assists with the preparation of the Unit's Monthly Report on activities.
- Coordinates reports on behalf of the Agency for submission to the Ministry of Finance, the Integrity Commission and the Public Procurement Commission.
- Maintains records in accordance with the Public Procurement Act (2015), the Public Procurement Regulations (2018) and the FAA Act and Instructions.
- Organizes and maintains an accurate filing system.
- Maintains a correspondence log-in system,
- Disseminates all incoming and outgoing correspondence in a timely manner.
- Assists with coordination meetings of the Public Procurement Unit, Procurement Committee and Evaluation Committees and dissemination of related documents.
- Assists with recording and generation of accurate and timely minutes for meetings.
- Responsible for organizing all purchasing documents.
- Ensures that all Purchase Requisitions are channelled through the proper system before generating purchase orders for approval.
- Ensures that all necessary information for the processing of Purchase Requisitions are in place e.g. quotations and the necessary signatures being affixed before submission for approval.
- Assists with the preparation of Purchase Requisitions to facilitate generation of Purchase Orders.
- Submission of purchase orders from the organization to the Supplier.
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders.
- Maintains proper records management for Purchase Requisitions, Purchase Orders and COD letters.
- Follows up on C.O.D. letters, preparation of cheques and the return of the appropriate documents to the Accounts department when goods are supplied or services are provided.
- Assists with maintaining the Contracts and Warranty Logs.
- Assists with maintaining the Electronic Inventory/Register of Bids, and updates as required.
- Assists with Tender opening and closing activities.
- Assists with the recording of Bids in Tender opening meetings.
- Provides clerical support for Tender Evaluation Committee meetings.

- Answers and screens telephone calls, in order to direct callers to the appropriate personnel.
- Uses initiative to assist callers where possible.
- Performs other similar and related tasks, as required

**Other Responsibilities**

- Any other duties assigned by the Senior Public Procurement Officer.

**Required Skills/Competencies**

The post-holder should be able to demonstrate:

- Sound communication and interpersonal skills.
- Good organization skills.
- Ability to maintain Confidentiality.
- Competent in: MS Excel, MS Word, MS PowerPoint and Report Writing.
- Good command of the English language.
- High degree of integrity and diplomacy.

**Minimum Required Qualifications and Experience:**

- Diploma in Business Administration, Management Studies, Accounting, **OR** Supply Chain Management **OR** any other related field.
- One year's related work experience.

**Remuneration Package:** - Salary Range: **\$1,550,136.00 - \$2,084,761.00 p.a.**

**RECORDS OFFICER  
(LEVEL 3)**

The incumbent will report to the Administrator/Office Supervisor.

**Job Purpose**

To assist in the maintenance of Stores, and the procurement and management of furniture, equipment, stationery and office supplies.

**Key Outputs**

- Purchase requisitions submitted.
- Purchase Orders retrieved and submitted to suppliers.
- Delivered goods checked (against delivery slips/invoices).
- Supplies issued.
- Stock cards updated.
- Master Inventory, location and individual records updated.
- Reorder points maintained and stocks replenished.
- Furniture/equipment recorded and updated, as required.
- Periodic reports submitted.

**Key Responsibilities:**

- Requests quotations from approved suppliers for goods valued up to \$500,000 to include but not limited to, furniture, stock equipment and supplies.

- Prepares purchase requisitions on behalf of the Supervisor for the procurement of goods, furniture, office supplies, equipment and services.
- Submits recommended Purchase Requisitions to the Operations Manager for processing.
- Retrieves Purchase Orders and facilitates submission to respective Suppliers in a timely manner.
- Checks goods delivered against delivery slips or invoices to ensure that they are in good condition and in keeping with the items ordered.
- Updates stock cards and stores goods as required.
- Ensures Stores requests satisfy established guidelines before the distribution of goods/supplies.
- Issues supplies and updates stock cards either electronically or manually, and arranges for safe and orderly storage of goods received.
- Ensures that items in stock are equal to amounts on stock cards, and proper reconciliation is done in a timely manner.
- Ensures that the minimum reorder points for all items stocked are maintained and initiates the process to replenish stock, as is necessary.
- Monitors the use of items stocked and informs the Administrator/Supervisor of changes in patterns of use identified.
- Participates in stock-taking exercise, as requested.
- Liaises with suppliers regarding delivery of goods and services, and queries regarding purchase orders.
- Records new furniture/equipment in individual Master Inventory and location records, and maintains up-to-date record of furniture and equipment assigned to the respective locations.
- Conducts periodic checks at locations to determine status/condition of items assigned and reports on any regarding these items. Assists with preparing the lists for assets to be disposed and updates inventory records upon the instruction of the Administrator/Supervisor, once items are disposed of.
- Maintains suppliers' files, as required.
- Ensures that stores records are properly filed and kept up-to-date.
- Maintains copies of invoices, stores requisitions and purchase orders.
- Assists in the review of procedures relating to the effective operations of the stores and furniture/assets.
- Maintains adequate supply of disaster preparedness and emergency supplies.
- Prepares reports, as requested.

### ***Other Responsibilities***

- Performs other related duties assigned from time to time by the Administrator/Supervisor.

### **Performance Indicators**

- Adequate inventory of supplies are maintained.
- Purchase Orders are submitted to suppliers within the established timeframe.
- Records/Files are up-to-date and accurate.
- Goods are thoroughly examined at the point of delivery to ensure quality.
- Furniture and equipment inventory and location listings, are up-to-date and accurate.
- Coordinates effective working relations with other departments and suppliers.

### **Required Competencies**

The post-holder must be able to demonstrate:

- Excellent interpersonal skills.
- Knowledge of procurement and inventory management.
- Competence in the use of word processing.
- Excellent time management skills and the ability to multi-task.

### **Minimum required Education and experience**

- 5 CXC/GCE 'O' Level including English Language and Accounting, ***OR*** Mathematics.
- At least one year related experience.

**Remuneration Package:** - Salary Range: \$1,272,269.00 - \$1,711,060.00 p.a.

**DRIVER  
(LEVEL 2)  
(2 VACANT POSTS- MANDEVILLE)  
(1 VACANT POST- KINGSTON)**

The incumbent will report to the Transport Supervisor.

**Job Purpose:**

To transport staff and equipment to and from assignments, and ensure the timely delivery of mail and other correspondence to their destination, in keeping with established guidelines.

**Key Outputs:**

- Routine maintenance of vehicles conducted.
- Log books completed.
- Reports prepared.
- Mails collected and delivered.

**Key Responsibilities:**

***Administrative/Technical Responsibilities***

- Collects assignments from the Supervisor and performs assigned duties.
- Collects and delivers mail from Central Registries or the Operations Unit, and delivers to the respective destinations.
- Completes Log Books on completion of assignment and submits to the Supervisor on a daily basis.
- Undertakes routine maintenance of vehicles by checking engine oil, brake fluid, etc.
- Reports mechanical and other defects of vehicle to the Supervisor.
- Takes vehicle(s) to garage for repairs, as instructed.
- Ensures that all documentation (certificates of insurance, fitness, registration etc.) are current and placed in the vehicle at the start of the work day.
- Returns vehicle (s) daily to the designated site and ensures that is securely locked.

***Other Responsibilities***

- Reports accidents to the relevant authorities and prepares reports within the established timeline.
- Utilizes gas cards in accordance with established regulations and returns these to the Supervisor on completion of use each day.
- Performs other related duties assigned from time to time by the Supervisor.

**Performance Indicators**

- Staff is transported safely and within the agreed timeframe to and from assignments.
- Vehicle is kept in a clean and tidy condition.
- Assignment log is completed within established timelines.
- Reports are prepared and submitted within established timelines.
- Agency policies and procedures are adhered to.

**Required Competencies/Skills:**

The post-holder will be able to demonstrate:

- Good interpersonal skills.
- Good time management skills.
- Excellent defensive driving skills.
- Knowledge of basic motor vehicle maintenance.
- Good road knowledge of the island.

**Minimum Required Qualifications and Experience**

- High School/Secondary School Leaving Certificate.
- Holder of a General Driver's Licence to include Motor Cars, Trucks (not less than 3000kgs laden weight) and PPV Licence, and should be without traffic violations or endorsements.
- Minimum of three (3) years' related work experience.
- Training or exposure in customer service would be an advantage.
- Training or Qualifications in defensive training would be an asset.

**Remuneration Package:** - Salary Range: **\$1,044,210.00 - \$1,404,346.00 p.a.**

A letter of Application accompanied by a Résumé should be submitted no later than **May 22, 2023** to [jobapplications@nla.gov.jm](mailto:jobapplications@nla.gov.jm) for the attention of:

**The Director, Human Resource Management & Development  
National Land Agency  
8 Ardenne Road  
Kingston 10**

**[We appreciate all responses but only short-listed applicants will be contacted.](#)**