CHILD PROTECTION AND FAMILY SERVICES AGENCY
MINISTRY OF EDUCATION, YOUTH & INFORMATION
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE	Inventory Administrator
JOB GRADE	Level 4
POST NUMBER	
DIVISION	Alternate Care Services
REPORTS TO	Assistant Manager, Child Care Facility
DIRECT REPORTS	None

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ _____
Employee Date

_____ _____
Manager/Supervisor Date

_____ _____
Head of Department/Division Date

_____ _____
Date received in Human Resource Division Date Created/Revised

JOB PURPOSE

Under the supervision of the Manager, Residential Child Care Facility, the Inventory Administrator is responsible for managing the procurement of goods and services, ensuring timely and cost-effective acquisition to support the Facility's operations. The Officer ensures that inventory levels are maintained, procurement processes are compliant with established standards, and all activities contribute to the efficient and effective functioning of the Facility.

KEY OUTPUT

1. Accurate Inventory Records: Maintain up-to-date and accurate records of all inventory transactions, including receipts, issues, returns, and adjustments.

2. Timely Stock Replenishment: Monitor stock levels and coordinate timely reordering to prevent stock out or overstocking.

3. Inventory Reports: Prepare and submit regular inventory reports, including stock status, discrepancies, and usage trends, to management.

4. Stock Audits: Conduct routine and periodic physical stock counts and reconcile with inventory records, reporting any variances.

5. Compliance with Procedures: Ensure all inventory management activities comply with organizational policies, procedures, and regulatory requirements.

6. Efficient Stock Storage: Oversee proper storage, labeling, and organization of inventory items to facilitate easy identification and retrieval.

7. Loss and Damage Minimization: Identify, report, and help mitigate risks of loss, damage, or theft of inventory items.

8. Support with Procurement Process: Collaborate with procurement staff to provide accurate inventory data for purchasing decisions.

9. Documentation Management: Maintain organized and complete documentation for all inventory-related transactions.

10. Stakeholder Communication: Liaise effectively with internal departments and external suppliers regarding inventory status and requirements.

KEY RESPONSIBLITY AREAS

1. Imprest Management
- Collect and cash imprest cheques as required.
- Prepare and submit imprest vouchers for reimbursement in accordance with the Financial Administration and Audit (FAA) Act and standard accounting principles.

2. Inventory and Procurement Administration
- Act as the primary storekeeper and purchaser for the Child Care Facility, ensuring timely and cost-effective acquisition of goods and services.
- Purchase food items, household supplies, medical supplies, equipment, furniture, and materials needed for training or educational purposes as per the approved budget
- Prepare and maintain accurate stock cards for all inventory items.
- Compile fortnightly grocery lists and submit Proforma Invoices to the Head Office within established timelines.
- Liaise with suppliers to coordinate orders, deliveries, and resolve any procurement issues.
- Ensure that the needs of the Facility are consistently met through effective inventory management.

3. Stock Control and Distribution
- Make regular issues from stores (for example three times weekly) in accordance with facility requirements.
- Accurately record the receipt and issuance of goods, including donated items, ensuring these are used exclusively for the benefit of the children.
- Maintain all records in compliance with stipulated guidelines and requirements.

4. Financial and Administrative Support
-- Maintain accurate records of petty cash disbursements.
- Keep register books and all other record books updated and organized.

PERFORMANCE STANDARDS

1. Accuracy of Records - Errors or discrepancies are identified, investigated, and resolved in a timely manner

2. Timeliness
- Imprest vouchers and reimbursement requests are prepared and submitted within the required deadlines.
- Grocery lists, proforma invoices, and procurement documentation are submitted to Head Office as per the set schedule.
- Goods are issued from stores on the designated days and in a timely manner.

3. Compliance

- All financial and inventory procedures comply fully with the FAA Act, organizational policies, and standard accounting principles.
- Records and documentation are maintained in accordance with regulatory and audit requirements.

4. Procurement Efficiency
- Purchases are made cost-effectively, ensuring best value for money while meeting quality and delivery standards.
- All facility needs (food, medical supplies, household items, etc.) are met without delays or shortages.

5. Supplier Management
- Maintains effective communication with suppliers and ensures timely delivery of goods and services.

6. Stock Control
- Physical stock counts are conducted as scheduled.
- Donated goods are properly recorded, stored, and issued exclusively for intended use.

7. Confidentiality and Security
- All financial and inventory data are handled with strict confidentiality and secured against unauthorized access or loss.

8. Administrative Support
- All office records and registers are kept up-to-date and readily available for review.

9. Customer Service
- Responds promptly and courteously to requests from staff, management, and other stakeholders.
- Demonstrates a proactive approach to identifying and addressing facility needs.

10. Continuous Improvement
- Suggests and implements improvements to inventory and procurement processes to enhance efficiency and effectiveness.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma/Certificate in Accounts or Business Studies from a recognized Institution, OR
- Minimum of Four (4) GCE/CXC subjects including English Language and Mathematics and Accounts

Plus

- Three (3) years' experience in a similar position
- Any equivalent combination of experience and qualifications

REQUIRED COMPETENCIES

- Knowledge of the Child Development Agency Act
- Knowledge of the Executive Agencies Act
- Knowledge of Accounting principles and the FAA act
- Knowledge of the Human Resources Procedures and Policies Manual
- Basic computer skills
- Knowledge of Office Procedures and Administration
- Good interpersonal, communication and coordinating skills
- Ability to work under pressure and within strict deadlines
- Good writing and oral skills

Work Relationships

Internally	**Externally**
FMAS	Suppliers
RCCF Managers/Staff/	Contractors

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond normal office hours to meet deadlines.
- Will be required to occasionally work under pressure