

**JOB TITLE:** SUPPLY EXPEDITOR I**JOB ID:** T1296**Old JOB Number:** 0**REPORTS TO:** CHIEF ACCOUNTANT**Date revised:** 1900-01-01**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

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**PURPOSE:** To expedite the procurement and delivery of goods and other items purchased in the required quality and quantity at the best possible buying price.**KEY OUTPUTS:**

- Adequate implemented systems for the collection, quality control, and storage of goods/materials.
- Accurate information on prices and availability of goods/materials.
- Satisfactory level of supplies in stores at all times.
- Good quality of goods, materials purchased.
- Properly processed and written up documents.

**RANGE OF ACTIVITIES:**

- Purchase all items at best available prices and quality, collects, checks and arrange delivery of same to stores depot.
- Visits stores to assess prices, quality and quantity.
- Advise superior officer of substitutions.
- Ascertains the availability of funds by liaising with the Central Accounting Unit.
- Makes requisitions and uplift cheques to facilitate purchase.
- Certifies and delivers invoices related to purchases effected.
- Keeps records of purchases for reference and audit.
- Completes follow-up action by processing bills, Cheque Orders, Payment Vouchers, clearing advances etc.
- Reports weekly on outstanding local purchase Orders.
- Assists in issuing of stocks.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Supply Expeditor I

Four (4) subjects GCE 'O' Level (General - Grade I to III, Basic - Grade I) or CXC including English Language as well as a clear Police Record and a sound knowledge of Distributors and Firms.

OR

Any of the following:

- (i) Certificate in Secretarial Science - Government Technical Institute/New Amsterdam Technical Institute
- (ii) Diploma in Secretarial Science - Government Technical Institute/New Amsterdam Technical Institute
- (iii) Certificate in Attainment in Secretarial Science - Government Technical Institute/New Amsterdam Technical Institute
- (iv) Ordinary Certificate in Commerce - Government Technical Institute/New Amsterdam Technical Institute

- (v) Ordinary Diploma in Commerce - Government Technical Institute/New Amsterdam Technical Institute
- (vi) Certificate in Industrial and Social Studies (C.L.C.)

As well as a clear Police Record and a sound knowledge of Distributors and Firms.

N.B.

Preference will be given to applicants who have a knowledge in Accountancy, a driver's licence for vans and some knowledge of hardware and miscellaneous stores items.

- Supply Expeditor II

A minimum of three (3) years satisfactory experience at the level of Supply Expeditor I.

#### **DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- The incumbent is required to make a variety of decisions some of which can be very complex. These include:-
- When and where to purchase items bearing in mind the possibility of market fluctuations.
- Quality of articles to be purchased.
- Prioritising of purchases based on importance of articles.
- Quantum and quality of labour force and mode of transportation to be utilised to collect purchases.
- POSSIBLE ADVERSE IMPACTS AS A RESULT OF INCORRECT DECISIONS ARE:-
- Loss or damage of urgently needed equipment due to careless handling by unfit or inadequate labour force.
- Undue delay in uplifting urgently needed items due to incorrect prioritising of purchase.
- Incurring of unnecessary expenditure due to price fluctuations as a result of undue delay in purchasing items.
- The job holder can refer to the Stores and Financial Regulations for guidelines to assist in decision making.

#### **RESOURCE MANAGEMENT:**

- The incumbent is responsible for all purchases uplifted by him/her while in his/her custody as well as for vehicles assigned to and/or driven by him/her.
- The incumbent has no supervisory responsibilities and has no organisation assets under his/her direct control. However, during the procession period, he has goods and other items in his/her custody valued approximately \$50,000.00 to \$500,000.00.
- The incumbent is not a budget holder but is responsible for varying sums of money in cash or cheques in the sum of approximately \$50,000.00 to \$100,000.00 either to expedite purchases or to offset costs of transportation, storage, etc.

**COMMUNICATIONS:** The incumbent will be required to interact with officials of various agencies at both junior and senior levels e.g. staff of Central Accounting Unit, counter clerks, heads of stores, managers, etc. A high degree of lack and initiative is, therefore, intrinsic to this post. The job holder often communicates with his supervising officer for instructions and consultations.

**WORKING CONDITIONS:** Approximately 25% of time is spent in the office assorting, completing and preparing documents.

75% is spent in the fields.

**PREPARED BY:** C. ROBERTSON

**CHECKED BY:** E.ROSS