

CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



VACANCY NOTICE

STORE KEEPER/DRIVER

Applicants are invited from suitably qualified persons for the post of Storekeeper at the Caribbean Institute for Meteorology and Hydrology (CIMH), Husbands, St. James, Barbados. CIMH is the technical organ of the Caribbean Meteorological Organisation (CMO) as well as an Institution of the Caribbean Community (CARICOM). CIMH is also an affiliate of the University of the West Indies.

DUTIES AND RESPONSIBILITIES:

- Planning and executing work that involves ordering, receiving, inspecting, stocking and updating inventory records of equipment and supplies.
- Create and maintain a computerised inventory system of goods incoming and outgoing.
- Ensure adequate stock level of supplies.
- Clearance of packages from the post offices and registered correspondence addressed to the Institute.
- Responsible for the mailing/couriering of documents.
- Responsible for restocking the franking machine.
- Liaising with the Customs Broker for the clearance of goods from the ports of entry consigned to the Institute and storing accordingly.
 - Verification that services are completed on time.
 - Verification that services meet quality standards and are not sub-standard.
- Protection of materials from pilferage, theft and other risks.
- Any other duties related to the position as directed by the Principal or by the SAO.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Positive Attitude.
- Trustworthy.
- Excellent analytical skills.
- Ability to write legibly.
- Ability to work effectively as part of a team.
- Attitudes to facilitate conflict resolutions.
- Ability to effectively communicate verbally and in writing.
- Ability to work independently without continuous supervision.
- Ability to use tact, good judgement, discretion and initiative.
- Ability to prioritise multiple tasks.

QUALIFICATIONS:

1. At least 5 CXC's including Mathematics and English.
2. Certificate in Inventory Management **or** any other related Stores Management qualification.
3. Computer literacy with high proficiency in the use of Microsoft applications.
4. At least 5 years' experience in procuring goods and services.
5. Working knowledge of a computerised inventory system would be an asset.
6. The incumbent must possess a valid drivers' licence and hold at least 5 years driving experience.
7. The incumbent must hold a valid police certificate of character.

An attractive remuneration package including a non-contributory medical plan will be offered. The successful candidate would have the option to join the pension plan. The salary scale for the position is 2093 x 144 – 2957 x 155 – 3732.

The successful candidate will be required to commence work on June 03, 2019 or soon thereafter. The closing date for applications is April 08, 2019. Applications accompanied with Curriculum Vitae should be sent to:

The Principal
Caribbean Institute for Meteorology and Hydrology
Husbands
St. James BB 23006
Barbados
Tel: 246 425 1362/65 E-mail: hrdept@cimh.edu.bb

Letters from two referees should be sent directly to the Principal and received on or before the closing date for applications.