

## Career Opportunity

Applications are invited from suitably qualified persons to fill the position in the Ministry of Health and Wellness **Technical Services Division, Emergency, Disaster Management & Special Services Branch.**

**Logistics Manager (HPC/RN 6) (vacant)**  
**\$7,885,142 per annum**

### JOB PURPOSE

Under the direction of the Director, EDMSSB, and the Emergency Medical Services (EMS) Unit Head, the incumbent plans and coordinates the mobilization and distribution of all matters specific to the establishment of acute medical care with special focus on the administration and monitoring of Infection Prevention and Control (IPC) measures and protocols. The area of primary focus is in field medical posts, with support to other locations of acute medical care as indicated by the Director, EDMSS or EMS Unit Head. The incumbent is responsible for the coordination of the movement of incoming persons, resources and items of interest (with special reference to Personal Protective Equipment - PPEs) for the execution and response of effective emergency medical services from temporary medical posts, and as assigned by the Director, EDMSS or EMS Unit Head, from Pre-Hospital Care Facilities and Accident & Emergency Departments

### KEY RESPONSIBILITY AREAS

- Maintain a list and tally of national stock levels for critical emergency supplies.
- Creates and enforce proper documentation and utilization of HEOC request forms for emergency supplies.
- Plans, designs and implements appropriate logistics systems including monitoring and reporting on the movement of personnel and supplies.
- Produces scheduled reports of PPEs stock levels, and specified critical supplies.
- Implements routine audits of stock levels for PPEs and critical supplies.
- Maintains an up to date register of current stock levels of critical supplies and PPEs.
- Liaises with facility managers, transportation, customs, and other units and departments to facilitate the clearance, storage, transportation and distribution of supplies.
- Establishes routing and scheduling plans for the movement of supplies in-country to and among the Regional Health Authorities and National Designated Facilities
- Participates in planning and advises the HEOC on logistic considerations.
- Ensures the timely transmission of pipeline and stock monitoring (including stock levels and distribution status) data and information to the HEOC manager.
- Raises logistic bottlenecks to the HEOC manager for prioritization.
- Liaises with General Administration, Temporary Medical Facility Managers, Isolation Facility Managers, Nursing and Medical Staff to verify logistics needs.
- Conducts reviews and follow-up on relevant audit findings and recommendations
- Inventory management, monitoring, distribution under supervision of EMS Unit Head of supplies for Emergency Medical Services.

### MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Certificate in Registered Nursing/BSc or Equivalent
  - Master's Degree in Public Health or Equivalent
- PLUS**
- At least five (5) years post graduate nursing exposure in clinical or public health management

**Applications with résumés are to be submitted no later than **Friday May 22, 2026** to:**  
**Senior Director, Human Resource Management & Development**  
**Ministry of Health & Wellness**  
**40 Knutsford Boulevard**  
**Kingston 5**  
[jobs@moh.gov.jm](mailto:jobs@moh.gov.jm)

**The Ministry of Health thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.**