



## Career Opportunity

Applications are invited from suitably qualified persons to fill the position in the Corporate Services Division, Public Procurement Branch, Ministry of Health & Wellness.

**Administrator, Customs Clearance (GMG/AM 2) (Band 4)  
(vacant)  
Salary range: \$1,711,060.00 per annum**

### JOB PURPOSE

Reporting to the Director, Public Procurement, the Administrator, Custom Clearance is responsible for the clearing and delivery of goods from the wharves to the Ministry of Health & Wellness and various institutions under the auspices of the Ministry

### KEY OUTPUTS:

- Shipping documents collected;
- Charges calculated;
- Consignment examined;
- Shipment of goods, supplies and equipment cleared;
- Monthly reports on activities prepared and submitted;
- Individual work plan prepared;

### KEY RESPONSIBILITY AREAS

- Prepares individual work plan;
- Co-signs clearance documents for the Ministry of Health & Wellness;
- Affixes signature against declarations entered on Custom C87 Import Entries in order for the Ministry of Health & Wellness to be granted exemption from certain import duties and General Consumption Tax (GCT) on goods imported;
- Assists Non-Government Organisations (NGOs) e.g. KIWANIS Club with the clearing of donations of medical goods and supplies;
- Visits shipping companies to collect the documents on the arrival of consignment in order to commence processing;
- Calculates charges e.g. storage, handling, wharf age, etc. and inform the relevant officers in the Ministry/ RHA's in order to obtain funds;
- Assists with the preparation of pre-entry clearance letters, (pharmaceutical division) permits and obtains authorization signatures from the Inspectorate Division in the Ministry of Finance and the Public Service for the release of medical supplies from Ports of Entry;

### TECHNICAL

- Knowledge of government's procurement policies procedures and regulations
- Sound knowledge of the Ministry's policies and procedures;
- Knowledge of the Customs Department procedures;
- Knowledge and experience in the operations of the related Government Departments – Jamaica Customs, Trade Board etc;
- Proficiency in the use of relevant computer software and computer applications.

### MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Public Administration, Business Management, Management Studies or related field  
OR
- Certificate in Procurement/Supplies Management AND
- Certificate in Customs Regulations, Policies and Procedures
- Two (2) years' experience in a similar position.



Kindly submit a cover letter and resume along with the names, telephone numbers, and email addresses of two (2) references, one of whom must be a former or current supervisor.

Applications with résumés are to be submitted no later than **Friday, June 19, 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 & Wellness thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.**