



MINISTRY OF
**HEALTH &
WELLNESS**

Career Opportunity – Advertisement

Applications are invited from suitably qualified persons to fill the following position in the **Technical Services Division, HIV/STI/TB Unit**, Ministry of Health and Wellness.

Logistics Officer (GMG/AM 3) (Band 5) (Vacant)
(Salary: \$2,190,302.00 per annum)

JOB PURPOSE

The Logistic Officer will support the effective implementation of programme activities and contribute to the achievement of the programmes goals and objectives. The Officer will contribute to key operational activities managed by the HIV/STI/TB Unit (HSTU) by providing logistics and administrative support.

KEY OUTPUTS

- Correspondences prepared
- Procurement processes completed
- Files updated and maintained
- Flow and distribution of information coordinated and disseminated
- Materials, personnel, and documents both internally and externally successful delivered
- Daily administrative activities completed
- Quarterly servicing of water dispensers completed
- Vehicle daily assignment log books completed
- Daily Vehicle Inspection check form completed
- Assigned vehicle maintained, cleaned and sanitized
- Individual Work plan & Work plan Reviews prepared and submitted
- Monthly/Interim Reports prepared and submitted

KEY RESPONSIBILITY AREAS

Management /Administrative Responsibilities

- Provides administrative support for the implementation of HSTU activities
- Contributes to the development of the Unit's Operational Plans and Budget
- Executes daily administrative functions as assigned
- Follows up on correspondence and assignments issued by the supervisor
- Maintains adequate stocks of meeting supplies to support the efficient operation of activities
- Maintains customer service principles, standards and measurements
- Completes and maintains paper-based and electronic daily assignment log books
- Monitors and maintains Administration log books
- Ensures files are updated and properly maintained

Technical Responsibilities

- Drives and operates the HSTU assigned motor vehicle in accordance with the operations manuals and the GOJ Comprehensive Motor Vehicle Policy
- Observes defensive driving techniques and principles at all times
- Ensures that the assigned gas cards are utilized in strict accordance with stipulated procedures
- Performs routine preventative maintenance checks and report any required repairs to the HSTU, completing all requisite forms
- Performs corrective maintenance procedures as directed by the HSTU/Transport Unit
- Monitors the vehicle maintenance service schedule and notify the HSTU/Transport Unit to ensure timely servicing of the motor vehicle



- Monitors fuel consumption charges for the assigned vehicle and submit reports to the HSTU on a monthly basis
- Reports and documents all accidents and vehicle malfunctions to facilitate the timely execution of corrective actions in accordance with the GOJ Accident Procedure
- Liaises with selected suppliers and project stakeholders to ensure the timely delivery of goods and services to end-users and the processing of supplier payments in accordance with contractual terms
- Prepares and submits monthly, quarterly, interim, and other reports as required.
- Prepares and submits Individual Work Plan

PERFORMANCE STANDARDS

- Performs other related duties that may from time to time be assigned.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Business Administration, Administration Management, Supplies Management, Management Studies, General Studies, Social Sciences or equivalent.
- Open General Driver's License (Jamaican) and at least three (3) years driving experience.
- At least three (3) years' working experience in a similar capacity.

Applications with résumés are to be submitted no later than **Friday, August 7, 2026 to:**

**Senior Director
Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
Email: jobs@moh.gov.jm**

The Ministry of Health & Wellness thanks all applicants for their interest, but only those