



WESTERN CHILD AND ADOLESCENT HOSPITAL CAREER OPPORTUNITY - ADVERTISEMENT

Applications are invited from suitably qualified persons for the position of:

FIXED ASSET OFFICER (PIDG/RIM 3)
One (1) Position
(Salary Scale \$2,190,302 - \$2,945,712 Per Annum)

The **Western Child and Adolescent Hospital**, under the Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ one (1) **Fixed Asset Officer (PIDG/RIM 3)**. Under the direct supervision of the Senior Fixed Asset Officer, the Fixed Asset Officer assists with maintaining the hospital's fixed asset register/s by marking and labelling fixed assets in keeping with established policies and procedures. The incumbent is also responsible for assisting with Board of Survey activities.

RESPONSIBILITIES:

- Assists with maintaining manual and computerized fixed assets registers.
- Labels all assets according to established policies and procedures.
- Maintains separate inventories for all office supplies, furniture and office equipment of the Hospital.
- Assists with the continuous physical examination of assets to determine condition/status and records same.
- Identifies and reports items that satisfy the Board of Survey requirements.
- Reports any breach or inventory loss to the Senior Fixed Asset Officer and or the Manager.
- Assists with the preparation of responses to audit queries.
- Files copies of the Master, Location and Individual Control Records for all assets.
- Prepares and posts Location Records in the relevant areas as guided by the Senior Fixed Asset Officer.
- Assists with the preparation of quarterly and ad hoc inspections to verify that all assets are accounted for.
- Assists with annual stock-taking exercises
- Performs data entry tasks as well as filing and printing in regard to Inventory Records.
- Performs any other related duties that may be assigned from time to time.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be occasionally required to work long hours, including weekends and public holidays
- Work is performed in indoor and outdoor environments that may be exposed to noise dust and chemicals.
- May be required to lift goods and move equipment from time to time
- May be required to stoop/bend to inspect assets in confined spaces.
- May be exposed to dust and chemical substances.

QUALIFICATION & EXPERIENCE:

- Associate in Business Administration or Supplies Management or Inventory Management.
 - Two (2) years of working experience in Fixed Asset Management or Supplies/ Inventory Management.
- or**
- Certificate in Inventory Management (MIND)

- Three (3) years of working experience in Fixed Asset Management or Supplies/ Inventory Management

SPECIFIC SKILLS/KNOWLEDGE REQUIRED:

- Good interpersonal, oral and written communication skills
- Good planning and organizing skills
- Excellent integrity/ethics exercised in the performance of duties
- Proficiency in the use of relevant computer software including spreadsheets and other computer applications
- Basic knowledge of the FAA Act
- Basic knowledge of the Government of Jamaica (GOJ) procedure and regulations governing the acquisition and storage of assets.
- Working knowledge of GOJ Asset Management Policy
- Working knowledge of GOJ guidelines related to Fixed Asset Disposal
- Working knowledge of Fixed Asset Management systems
- Good understanding of Records Management

Application letter along with a detailed resume should be sent no later than

September 21, 2026 to:

**Manager, Human Resource Management and Development
Cornwall Regional Hospital
P.O. Box 900
Mt. Salem
Montego Bay, St. James
Email: wcahjobs@wrha.gov.jm**

ONLY SHORTLISTED APPLICATIONS WILL BE CONTACTED