



WESTERN CHILD AND ADOLESCENT HOSPITAL CAREER OPPORTUNITY - ADVERTISEMENT

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

SENIOR FIXED ASSET OFFICER (GMG/AM 4)

One (1) Position

(Salary Scale \$2,803,771 - \$3,770,761 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) **Senior Fixed Asset Officer (GMG/AM 4)**. Reporting to the Manager, Facilities, Operations and Maintenance; the Senior Fixed Asset Officer is responsible for maintaining the hospital's Fixed Asset Register with respect to the movement, acquisition and disposal of assets in accordance with the GOJ Comprehensive Asset Management Policy for the Public Sector, providing data to the Regional Unit for the update of the master Fixed Asset Register and coordinating Board of Survey activities for the hospital. The incumbent is also responsible for providing supervision to and assisting with the training of the Fixed Asset Officer.

RESPONSIBILITIES:

Administrative

- Prepares and submits the Department's Annual Operational/Unit Plan to be incorporated with the hospital's Operational Plan.
- Prepares and submits the Department's Monthly, Quarterly, Half-Yearly and Annual Reports.
- Prepares and submits individual work plans and facilitates preparation and submission of direct report individual work plans.
- Represents the Department at meetings, seminars, workshops and conferences.

Technical

- Leads all activities and/or as directed, relating to Fixed Asset Management by updating and maintaining the Fixed Asset Register/s for the hospital.
- Provides the Regional Unit with the hospital Fixed Asset data/reports as requested and/or guided.
- Maintains a warranty register for all assets/equipment.
- Ensures that all assets are labelled and coded according to established standards and that records are updated to reflect actual balances and location.
- Affixes inventory tags to designated assets and equipment and replaces damaged asset tags and ensures that they are properly removed upon disposal.
- Tags all assets procured prior to delivery to the department or within the agreed timeframe after delivery to the department.
- Records and monitors fixed assets sent for maintenance and/or repairs and ensures that used parts are properly documented.
- Maintains separate registers for all office supplies, furniture and office equipment at the hospital.
- Conducts continuous physical examination of assets to determine condition/status and records same.
- Prepares and submits to the Manager reports of unserviceable/obsolete equipment for the Board of Survey.
- Assesses fixed assets and reports any damages to assets to the Manager, Facilities, Operations and Maintenance.
- Ensures that Location Records are accurately prepared and appropriately posted in all the respective facilities/departments.

- Monitors and tracks the movement of fixed assets from one area to the other area; ensuring that authorized movement permits have been issued and updates the asset location in the database in keeping with established procedures.
- Prepares annual fixed assets schedule along with the schedule of additions.
- Compiles and distributes a notation of all new and existing fixed assets.
- Ensures that all donated assets are recorded in accordance with established procedures.
- Conducts quarterly and ad hoc inspections to verify that all assets are in their registered location.
- Prepares and submits responses to audit queries as directed or guided.
- Keeps abreast of changes in policies that relate to asset management and control.
- Prepares monthly Fixed Asset reports and submits them to the Manager, Facilities, Operations and Maintenance or as requested.
- Assists with examining items in the inventory for defects, wear or damage and reports it to the Senior Inventory Officer.
- Assists with the planning and coordination of the Annual Inventory Programmes.
- Assists with the receiving and posting of items in Great Plains software.
- Assists with the coordination of training sessions for officers assigned to the department
- Prepares and revises work schedules and assignments for staff.
- Monitors and evaluates the performance of direct reports, and prepares performance appraisals.

Human Resource

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Monitors and evaluates the performance of direct reports; prepares performance appraisal reports and recommends and/or attains established personal and/or regional goals.
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures.
- Ensures the welfare and development needs of staff in the Unit are clearly identified and addressed.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment, and commitment to the Hospital's and region's goals.
- Maintains, monitors and submits Attendance Reports for the Department
- 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 assist in lifting heavy items from time to time.
- A high-demand work environment with numerous critical deadlines.
- May be required to stoop/bend to inspect assets in confined spaces.
- May be required to travel within and outside of the Region.

QUALIFICATION & EXPERIENCE:

- Bachelor in Business Administration or Supplies Management
- Two (2) years of working experience in Supplies Management and/or Inventory/Fixed Asset Management.
- **OR**
- Associate in Business Administration or Supplies Management
- Three (3) years of working experience in Supplies Management and/or Inventory/Fixed Asset Management.
- **OR**
- Diploma in Supplies Management (MIND)
- Five (5) years of working experience in Supplies Management and/or Inventory/Fixed Asset Management.
- Certification in Supervisory Management would be a plus.

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
- Knowledge of the FAA Act
- Knowledge of the Government of Jamaica (GOJ) procedure and regulations governing the acquisition and storage of assets.
- Knowledge of GOJ Asset Management Policy
- Working knowledge of GOJ guidelines related to Fixed Asset Disposal
- Working knowledge and understanding of the GOJ and the organization's Board of Survey Policy and guidelines
- 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