



DIVISION OF COMMUNITY DEVELOPMENT, YOUTH DEVELOPMENT AND SPORT

Tel: 639-2339/4818 Ext. 3025

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EMPLOYMENT OPPORTUNITY

EXTERNAL ADVERTISEMENT

Applications are invited from suitably qualified persons for employment on **CONTRACT** in the position of **FIXED ASSETS AND INVENTORY OFFICER** at the Division of Community Development, Youth Development and Sport.

JOB TITLE: Fixed Assets and Inventory Officer
JOB SUMMARY: The incumbent will be responsible for monitoring and maintaining the use of the Fixed Assets and Inventory Control systems in the Accounting Unit as a means of providing efficient and effective support to the Division.
DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none">▪ Maintain the Fixed Asset register.▪ Liaise with the Procurement Unit to monitor the receiving control measures for procured items▪ Coordinate the distribution of equipment, furniture and furnishing to the Division and Community Centres▪ Monitor the movement of equipment, furniture and furnishing within the Division▪ Take inventory of damaged equipment, furniture and furnishing belonging to the Division.▪ Maintain the assets accounting cycle i.e. receiving distributing movement and disposal by ensuring that all records are current and accessible to the respective stakeholders.▪ Maintains records and databases containing information regarding licenses, warranties and service agreements for the Division's hardware and software▪ Control access to records by authorized personnel only.▪ Perform related duties as may be required.
KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none">▪ Basic knowledge of inventory management or data entry▪ Sound organizational skills at operational levels▪ Ability to effectively manage multiple assignments or activities▪ Ability to establish and maintain effective work relationships with internal and external stakeholders▪ Ability to express ideas concisely and clearly, both orally and in writing
QUALIFICATIONS AND EXPERIENCE
<ul style="list-style-type: none">▪ Minimum of five (5) CSEC/CXC/GCE O' level passes including Mathematics and English Language▪ Two (2) Caribbean Advanced Proficiency Examination (CAPE) passes including Accounting▪ Basic knowledge in Microsoft Office Suite▪ A minimum of one (1) year experience performing office support duties in a Records Management Environment

Persons who meet the specified requirements are asked to submit their applications and resume along with all relevant certificates **no later than Friday 29th September, 2023** to:

The Administrator
Division of Community Development, Youth Development and Sport
#10 Montessori Drive, Glen Road
Scarborough, Tobago

Or via e-mail at dcdedl.hr@gov.tt

Copies of relevant academic certificates must be submitted with all applications
Unsuitable applications will not be acknowledged.