



VACANCY

Procurement and Inventory Officer

CHRISTEL HOUSE JAMAICA is part of a global network of schools serving over 6000 students from under-resourced communities in India, Jamaica, Mexico, South Africa, and the US. Our vision is to create a world where poverty does not limit potential. Our holistic model integrates academics, leadership and character development, health and social services and college and career guidance to help students become self-sufficient, contributing members of society.

WHAT YOU WILL DO: The Procurement & Inventory Officer is responsible for coordinating and managing the procurement, inventory, and stores functions of Christel House Jamaica to ensure efficient, transparent, cost-effective, and timely acquisition and control of goods and services.

The role supports the school's educational and operational objectives by ensuring that inventory levels are maintained, procurement processes comply with CHJ policies and donor requirements, and accurate records are maintained for accountability and audit purposes.

The officer will work closely with all departments including Academics, Operations, IT, Facilities, Transportation, Canteen, and Administration to support organizational effectiveness and operational continuity.

SALARY RANGE: JMD \$4,200,000 – 5,200,000 per annum

QUALIFICATIONS AND EXPERIENCE

Minimum Qualification and Experience:

- Associate or Bachelor's Degree in Procurement & Supply Chain Management, Business Administration, Accounting, Logistics, Operations Management, or a related field
- Minimum of 2–3 years' experience in procurement, inventory, stores, or supply chain management

Required Skills and Specialised Techniques

- Experience in a school, NGO, or donor-funded environment would be an asset
- Experience using inventory or accounting systems is preferred
- Strong organisational and administrative skills with high attention to detail
- Knowledge of procurement best practices and inventory management
- Strong analytical and reporting abilities
- Excellent negotiation and communication skills
- Proficiency in Microsoft Excel and inventory systems

MAIN DUTIES & RESPONSIBILITIES

1. Procurement Management

- Coordinate the full procurement cycle including RFQs, tendering, bid evaluations, purchase order preparation, and supplier negotiations
- Ensure procurement activities comply with CHJ policies, donor requirements, internal controls, and ethical procurement standards



- Obtain competitive quotations to ensure value for money and maintain an approved supplier/vendor database
- Monitor supplier performance (quality, pricing, timeliness, and reliability)
- Track procurement lead times, follow up on delayed orders, and coordinate delivery schedules
- Prepare procurement reports, plans, and dashboards; support annual budgeting exercises

2. Inventory & Stores Management

- Maintain accurate inventory records for educational supplies, IT equipment, maintenance supplies, canteen supplies, uniforms, and assets
- Monitor stock levels and initiate reorder requests when minimum thresholds are reached
- Conduct periodic stock counts, reconciliations, and investigate inventory variances
- Ensure proper labelling, storage, and safeguarding of inventory items
- Coordinate distribution of inventory items to departments and maintain signed issue records

3. Compliance & Internal Controls

- Ensure procurement and inventory documentation is complete and audit-ready
- Maintain proper filing systems for quotations, purchase orders, delivery notes, invoices, and inventory records
- Support internal and external audits and ensure segregation of duties
- Assist with implementing procurement and inventory process improvements

4. Reporting & Analysis

- Prepare monthly procurement and inventory reports including status reports, movement reports, and supplier performance summaries
- Provide data and analysis to support management decision-making
- Maintain procurement and inventory KPIs and dashboards

SPECIAL WORKING CONDITIONS

- Primarily office-based with regular movement between storage areas and departments.
- May occasionally be required to assist with after-hours stock verification or urgent procurement activities.

All applications should be submitted by May 29, 2026 via email to hr@jamaica.christelhouse.org

Human Resources Talent and Culture Officer

Christel House Jamaica
Dobson's Farm,
Twickenham Park,
Spanish Town,
St. Catherine