

Information Booklet

Storekeeper Clerk Grade 1

Title of Position:	Storekeeper Clerk Grade 1
Employing Authority:	Department of Defence.
Location:	Casement Aerodrome, Baldonnell, D22.

About the Job:

Vacancies have arisen for Storekeeper Clerk Grade 1 in the Air Corps, Casement Aerodrome, Baldonnell Dublin 22. Working as part of a multi-disciplinary team, comprising both civilian and military personnel, with responsibility for a computerised stock control system for Defence Forces equipment supplies. Working on a computerised stock control system or similar stores management system. Maintaining a filing system for the order and delivery of equipment.

The primary responsibilities of Storekeepers are accounting for all stores, tools and equipment and other allied duties as required by the Stores Supervisor. These duties include:

a. Receiving Stores.

Accepting deliveries, checking for quantity, quality and damage to goods. Contacting suppliers regarding under/over- supply. Preparing and arranging for inspection. Record-keeping (manual and computerised) associated with receiving stores including the completion of receipt vouchers. Researching information on stores items in manuals/catalogues.

b. Issuing Stores.

Selecting items from requisitions list. If insufficient goods are in stock the storekeeper Clerk may offer alternatives or under fill the order. If goods are packaged in quantities other than that requisitioned, the Storekeeper Clerk will have to overfill the order. Picking items from stock, preparing for despatch and transporting stores using fork-lifts, part-picker and other vehicles as required. Maintaining a loans register for tools and equipment. Record-keeping (manual and computerised) associated issuing stores including the completion of issues vouchers and updating tally cards, ledgers etc. Researching information on stores items in manuals/catalogues.

c. Ordering/Requisitioning.

Preparing orders/requisitions for signature. Inviting tenders for local purchasers and placing orders with local traders after tendering. Ordering items from regular suppliers. Providing estimates for annual requisitions.

d. Invoicing Processing

Processing Invoices received. This would include tracking all invoices on an Access Database system, updating invoices on a computerised system and processing them for payment. Tracking and monitoring of all invoices, dealing with queries and liaising with Department of Defence Finance Branch and external suppliers.

e. Other Stores duties.

Placing stores in correct locations, moving items and reorganising stores. Ensuring safe custody of stores. Transporting stores (including the use of equipment such as fork-lifts/trucks etc.). Stock checking and Stocktaking. Management of storage conditions including recording and checking of humidity and temperature levels. Ensuring the cleanliness of the stores in line with standards for storage of aircraft components.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

Entry Requirements and Eligibility

Candidates are required to:

- Have a good general level of education and computer literacy.
- Be capable and competent of fulfilling the role to a high standard.
- Have good communication skills, proficiency in the English language to allow him/her to understand technical dialog and the ability to communicate technical information, verbal and written.

Desirable Skills/ Attributes:

- Have previous experience in the field of Storekeeping /Inventory Management.
- Knowledge of inventory management/ stock control systems/ invoice processing.
- Be familiar with using Oracle based computer systems and Aircraft Maintenance Management systems.
- A basic level of mechanical/ electrical appreciation, with a view to ensuring that adequate stock levels are maintained.

Health:

A candidate for the post must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of rendering regular and efficient service.

Age:

A candidate who is classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004) must be under 70 years on appointment. A candidate who is not classified as a new entrant must be under 65 years on appointment.

Data Protection Acts 1988, 2003 & 2018

When your application is received, the Department of Defence creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Should you be successful and where the services of a third party are used in processing your application, it may be required to provide them with information (i.e. Payroll Shared Service Centre), however all necessary precautions will be taken to ensure the security of your data. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988/2003 & 2018.

Selection Criteria:

Selection for appointment will be by means of a competitive interview conducted by a board established by the Department of Defence. The Department may, having examined the applications of all candidates, decide that a limited number of candidates will be invited to attend for interview. The criteria for selecting candidates to be called for interview will be the requirements of the position as set out in this document. In the event that a short-listing process occurs, applicants will be short-listed for interview on the basis of the information supplied in their CVs demonstrating that they fulfil the eligibility criteria and possess the essential requirements and relevant qualifications as set out in this document. Failure to include information regarding these requirements may result in applicants not being called forward to the next stage of the selection process.

The Department does not commit itself to making any appointments. Candidates invited for interview must be prepared to make themselves available at their own expense.

Canvassing will disqualify.

To Apply:

Please email CV to: defenceforces@welfare.ie

Closing date: 5pm Friday 16th October 2020

Principal Terms and Conditions of Employment

Storekeeper Clerk Grade 1

Tenure	The appointment is full time, permanent and pensionable. Candidates selected by the interview panel must successfully complete the Garda vetting/medical clearance process prior to being selected for employment.
Remuneration	<p>The following salary scale will apply for any appointee covered by the Public Service Pensions (Single Scheme & Other Provisions) Act 2012:</p> <p>€493.61-€509.76-€538.52-€548.79-€564.17-€579.56-€589.07-€604.26-€619.49-€634.77-€643.77-€658.83-€673.94-€689.16- LSI 1-€713.29- LSI 2 €724.37</p> <p>Class A rate of PRSI will apply to any person appointed under this competition.</p> <p>The rate of remuneration may be adjusted from time to time in line with Government policy.</p>
Working Week	<p>The standard working week applicable to this post is 39 hours net (exclusive of lunch breaks).</p> <p>The hours of attendance will be as agreed with local military management.</p>
Annual Leave	The annual allocation applicable to a full-time position is 25 days (inclusive of Good Friday) and exclusive of public holidays.
Superannuation	<p>The superannuation arrangements for new entrants will be in line with the provisions of the Public Service Pensions (Single Scheme & Other Provisions) Act 2012. The minimum age at which a pension is payable is set, initially at 66 years (rising in step with State Pension age increases to 67 in 2021 and 68 in 2028). Retirement is compulsory on reaching 70 years of age.</p> <p>For employees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004, the retirement age is 65 with the option to remain in employment until age 70.</p> <p>Please note that the abatement provisions of the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply to appointees who are in receipt of public service pensions.</p>
Probation	Appointees shall be subject to a probationary period of 12 months.

Important Notice:

The above represents the principal conditions of service and is not intended to be the comprehensive list of all the terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate(s).

