



JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: FORESTRY DEPARTMENT

JOB TITLE:	Inventory and Stores Officer
JOB GRADE:	Level 4
POST NUMBER:	294642
DIVISION:	Corporate Services
BRANCH:	Infrastructure, Facilities and Documentation Branch
UNIT:	Office Services
REPORTS TO:	Office Services Officer
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the incumbent post.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Division/Branch

Date

Date received in Human Resource Management
and Development Branch

Date Created/Revised

JOB PURPOSE:

Under the direct supervision of the Office Services Officer, the incumbent is primarily responsible for the acquisition, receipt and maintenance of the fixed asset inventory and all materials and goods within the Agency and ensures that these items are recorded, stored, and distributed.

KEY OUTPUTS:

- Inventory and Stores Records maintained;
- Furniture, equipment and other assets inventoried;
- Minimum balance and reorder points for all materials and goods are maintained;
- Location records installed and maintained;
- Reports produced;
- Information disseminated;
- Furniture, equipment and assets repaired or board of surveyed;
- Master Inventory Records computerized;
- Goods and materials requisitioned;
- Fixed assets acquired;
- Goods received and records maintained;
- Goods and materials distributed;
- Materials stored efficiently;
- Recommendations provided;
- Individual Work Plan developed and submitted;

KEY RESPONSIBILITY AREAS:

Administrative Responsibilities

- Reports are accurate and comprehensive and submitted within the agreed timeframe;
- Ensures that handling and storing of supplies conform to standard operating procedures (SOP) for stores operations;
- Ensures that the authorized recipient/assignee signs acknowledging receipt of the asset;
- Monitors location of all furniture, equipment and other assets;
- Liaises with members of staff to ensure proper usage of furniture, equipment and other assets;
- Prepares and submits monthly report to the Office Services Officer in respect of goods, materials and fixed assets received/issued;

- Coordinate the periodic inventory checks of fixed assets at various locations to determine status/condition of assets and determine next steps;
- Submits details (copy invoice etc.) of assets received to the Office Services Officer to facilitate insurance coverage;
- Reports discrepancies/missing items;

Technical Responsibilities

- Identifies, records and maintains inventory of all furniture, equipment and other assets including recommendations for repairs and/or board of survey to the Office Services Officer;
- Store and deliver goods received to the appropriate personnel or office and maintains a record of these goods;
- Develops, maintains and secures master and individual records for each category of fixed assets; maintaining detailed inventories and preparing and maintaining a separate record for each item of fixed asset;
- Codes/marks fixed assets with asset numbers before assets are distributed to recipients;
- Ensures that goods received are recorded and stored/ delivered;
- Installs and maintains all location records within the Head Office, Zonal and Regional offices and Sub-Regional offices;
- Updates Master Inventory records electronically and manually;
- Updates and maintains databases for fixed asset inventory and for stores and materials;
- With the approval of the Office Services Officer, removes items that are disposed of from asset inventory and location records and submits the listing, through the Senior Director, Infrastructure, Facilities and Documentation, to the Finance & Accounts Branch for deletion from the Agency's Fixed Assets Register;
- Contacts Board of Survey (MoF&PS) and makes arrangement for the inspection of the assets for disposal;
- Coordinates the removal/transportation of assets approved by the MoF&PS for disposal;
- Updates individual asset records/database with disposal information;
- Periodically checks and ensures that asset number recorded on the asset is visible and legible; Re-marks the asset when the number is illegible or faded;
- Maintains stock balance records for items held in stores and make recommendations for the replenishment of declining stock items;
- Checks requisitions for completeness;

- Individual performance plans created and submitted with key job targets for each appraisal year.

OTHER RESPONSIBILITIES:

- Performs any other related duties that may be assigned from time to time;

PERFORMANCE STANDARDS:

- Key deliverables produced within stipulated timeframes and according to established standards;
- Fixed asset inventory/database, location and individual inventory records are accurate and up to date;
- Fixed assets are clearly marked/labelled with asset number before distribution to assignee;
- Asset numbers/codes conform to the established convention/protocol from the MoF&PS;
- Established policies and procedures for the disposal of assets are adhered to;
- Report made immediately to Supervisor/Manager of any instance of missing assets detected, or any damage, or loss of asset or other discrepancies noted.
- Procurement of goods and supplies are initiated in accordance with Government procurement guidelines and within the agreed timelines;
- Adequate controls and accountability are adhered to in accordance with the FAA Act;
- Records are maintained on a timely basis in accordance with SOP;

REQUIRED COMPETENCIES:

Technical

- Sound knowledge of data and information management tools;
- Proficient Use of Microsoft Office Suite technology (Word, Excel);
- Good record keeping skills;
- Sound knowledge of Supplies Management;
- Basic knowledge of procurement guidelines;

Behavioural

- Strong customer orientation skills;
- Methodical, well organized and with an eye for detail;
- Results oriented;
- Effective oral and written communication skills;
- Strong interpersonal skills;

- Sound personal and professional ethics and integrity;
- Good Interpersonal and Customer Service skill.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- A.Sc. in Business Administration or related area;
- Training in Inventory Management; **PLUS**
- One (1) year's related experience;

OR

- Any other acceptable combination of academic qualification and experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to hazardous fumes;
- Exposure to harmful chemicals;
- Lifting and bending;

AUTHORITY

- Issue materials based on approved requisition.