



JOB TITLE: Team Leader Stores and Inventory

DEPARTMENT: Finance

REPORTS TO: Procurement Coordinator

Purpose and Scope of role

Manage stock levels including keeping detailed records of stock use and ensure timely ordering of lines of low stock, particularly critical items in consultation with the Procurement Coordinator and the Operations Team

Key Competencies

Leadership Competencies

Accountability: Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

Customer Service: Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.

Communications: Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed. Writes in a clear, concise, organized, and convincing manner for the intended audience.

Team Work/ Building: Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

Action Management: Decisiveness: Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Strategic Thinking: Formulates objectives and priorities, and implements plans consistent with the long-term interest of the organization in a global environment, Capitalizes on opportunities and manages risks.

Problem Solving: Identifies and analyses problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

Safety Commitment: role models safe behaviors and ensures all staff are aware of their contribution to safety, supporting consequence management

Key Responsibilities

The position holder will be responsible for the following:

1. Manage stock levels, ensuring timely ordering of lines of low stock, particularly critical items, through the Procurement Coordinator and in consultation with the Operations team.
2. Ensure monthly stock count. Counts must be accurate and withstand audit scrutiny. Update Excel records following each audit including any variances and report records to Finance.
3. Ensure stock is secure and free of theft and pilferage
4. Monitoring and ensuring effective processes are in place in receiving, dispatching, and storage and inventory procedures.
5. Prepare monthly reports of stores and inventory and other issues affecting stores
6. Effective implementation of physical inventory verifications and control company assets.

7. Implementation of internal control procedures which ensures that requisitions for fittings are thoroughly checked and reviewed before they are issued.
8. Manage 3 stores staff

Key Skills

1. Demonstrated experience in stores and inventory management.
2. Proven knowledge, skills and experience in undertaking monthly and annual physical stock take.
3. Demonstrated ability and experience in managing teams including implementing performance appraisal system.
4. Excellent communication (written and verbal) and interpersonal relations skills.
5. Proven knowledge of different types of fittings and their use.
6. Computer literate.

Qualifications & Education

Essential

Diploma in Stores or Inventory Management, Business or Management or in any other related areas.

Desirable

Tertiary qualification in Stores and Inventory or other related field

Experience

- He or she must have 4 or more years of practical experience as a Stores and Inventory Team Leader or similar position in the public or private sector.
- Experience in donor (ADB, World Bank etc) stores and inventory procedures will be a distinct advantage