


SUPPLY CHAIN MANAGEMENT ASSISTANT POSITION

| | | |
|---|------------------------------------|--|
|  | JOB TITLE | Supply Chain Management Assistant |
| | DIRECTORATE/ DEPARTMENT | Directorate of Supply Chain Management |
| | GRADE/LEVEL | IRA 8 |
| | IMMEDIATE SUPERVISOR | Senior Supply Chain Management Officer |

a) Job Specifications:

The position is responsible for stores management.

b) Job Specifications:

Duties and responsibilities will entail:

- (i) Receiving and issuing stores;
- (ii) Generating Goods Received Notes (GRN);
- (iii) Sorting, dispatching and filing invoices and other documents;
- (iv) Capturing and processing stores data in the inventory module and;
- (v) Complying with Public Procurement & Asset Disposal Act and Regulations;
- (vi) Preparing requisitions for stocks replenishment; and
- (vii) Monitoring the usage and movement of stores.
- (viii) Prepare procurement registers and ensure ensuring that they are update;
- (ix) Custodian of the department's registers and rubber stamps;
- (x) To ensure that all files are indexed with the required reference and code number;
- (xi) To ensure that tender evaluation reports/papers, procurement requests and all relevant documents are filed with the orders and GRNs;
- (xii) The accurate recording and tracking of file movements within the organization;
- (xiii) Maintain an inventory of closed files and obsolete files;
- (xiv) Ensuring that all official files are registered and existence must be documented in a file register;
- (xv) Regular identification removal of closed procurement files and documents from the current system to facilitate and ease of access to active files;
- (xvi) The accurate recording and tracking of file movements within the Department;
- (xvii) Making files available on demand;

(xviii) Circulating files to officers in accordance with established procedures.

c) Persons Specifications

(i) Higher Diploma in Procurement or Supply Management with three (3) years' experience

OR

(ii) Diploma in procurement or supply chain management with four (4) years' experience

(iii) Proficiency in computer application programme

(iv) Meets the provisions of chapter six of the constitution.

d) Competency and Skills

(i) Strong communication and presentation skills

(ii) Good analytical skills

(iii) Problem solving

(iv) Professionalism