



JOB OPPORTUNITY

Amref Health Africa is an international African organization founded in Kenya in 1957. Our Headquarters are in Nairobi with major programs in Ethiopia, Kenya, South Sudan, Tanzania and Uganda, and two regional hubs in Southern and Western Africa based in South Africa and Senegal Respectively. Working with and through African communities, health systems and governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is committed to improving the health of people in Africa by partnering with and empowering communities. Our Vision is **Lasting Health Change in Africa**. Amref Health Africa in Uganda is seeking to hire **Qualified, Competent, and Vibrant Ugandan Nationals** to fill the following position

Position: **Stores Officer**

Location: **Uganda Country Office**

Reports to: **Human Resource & Administration Coordinator**

MAIN PURPOSE OF THE JOB

The stores officer will support the administration department in its daily operations in order to realise the organisational strategic objectives.

PRINCIPAL RESPONSIBILITIES

Key area	Activity
Stock replenishment and re-order level.	Keeping track of the amount of stock in storage
	Raise Purchase requisitions in the ERP system at the right time and forward to supervisor for approval to ensure that the stock is replenished regularly.
	Follow up orders with the suppliers when the LPO has been fully approved and sent to suppliers.
	Ensure that quality items are purchased for the organization to achieve value of money
	To maintain optimum stock levels for stock items to avoid stock out and overstocking
	To undertake periodic stock reconciliations to determine the actual number of stock available
Receiving stores stock items and Non stock items	Carry out proper inspection for the incoming goods in the store by verifying quantity and quality as per delivery notes, which should conform to the correct specification as per LPO.
	Ensure that goods received are updated in the ERP system in the store
	Involve the technical personnel or user(s) in verification and inspection of technical items/goods before receiving (Non-stock) items.
	Follow up with vendors to ensure that non-stock items are delivered within stipulated lead-time.
	Ensure all the assets are tagged upon arrival and details captured in the asset register for reference
	To inform the users via email or phone call when their good/items are delivered for collection.
Issuing of stores stock items and Non stock items	To issue stock and non-stock items to users as and when required
	To work closely with users to ensure that items especially non stock are collected from the stores as and when required
	To update the bin cards immediately items have been issued
	To prepare monthly reports for items issued
Supplier performance appraisal	To expedite the delivery of goods by following up with suppliers through emails and phone calls
	To prepare a report of LPOs not serviced on a monthly basis and share with Procurement Officer for management decision
	To prepare supplier performance report on a monthly basis and share with Procurement Officer for management decision
Stock taking count reconciliation	Prepare for stock count and reconciliation; ensure that all items have electronic bin card in the ERP system.

Key area	Activity
procedures exercise	Electronic bin card for each stock item automatically generated and updated in the ERP system.
	Monitor and identify slow moving items
	Undertake bi-annual stock in month of June and end year in the month of December with Finance department.
	To prepare to stock count report for management decision
Housekeeping and security of the stores	Maintain high standard of cleanliness in the store and make sure that the store is under lock
	Due to high value of goods /items, ensure that no unauthorized person(s) access in the store.
	Safe keeping of all records regarding suppliers

REQUIRED QUALIFICATIONS

Education

- Bachelor of Procurement and Logistics, Bachelor of Procurement and Supply Chain Management
- (Member of Chartered Institute of Procurement and Supply (CIPS))

Experience

- 3 Years' experience in the Logistics and warehousing function

Skills and Competences

- Logistics and warehousing management
- Report writing
- Excellent oral and written communication skills
- Analytical and attention to details
- Good coordination, problem solving and networking skills
- Team player
- Strong interpersonal skills
- High integrity and honesty
- Ability to work under minimal supervision
- Ability to work under pressure
- Hard working and result oriented
- Ability to write clearly, concisely and in a logical manner

Application Procedure:

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. **The closing date for submitting applications will be Monday February 19, 2024.**

Only short-listed candidates will be contacted. Amref Health Africa is committed to the principles of safeguarding at the workplace and does not tolerate any form of abuse, discrimination or harassment.

Note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Amref Health Africa is an equal opportunity and has a non-smoking environment policy.