

<b>Job Title</b>	STORES SUPERVISOR	<b>Duty Station</b>	Kampala, Uganda
<b>Employment type</b>	Full time	<b>Role balance guide</b>	<b>People:</b> 35% <b>Operations:</b> 30% <b>Technical:</b> 35%
<b>Role Purpose</b>	Responsible for maintaining the supply and demand of inventory and ensuring that there are adequate stocks available. The stores supervisor will also ensure stock purchasing, delivery and manage inventory balances for the different office supplies used on the project. You will ensure that there is a complete and detailed database of inventory and supply documentation, receive, inspect, and confirm supply quality and delivery. You are also responsible for forecasting supply and demand to prevent overstocking and running out of office supplies as well as overseeing inventory audits and maintaining office supplies inventory reports.		
<b>Reports To</b>	Project Administrator	<b>Supervises</b>	None
<b>Key External Relationships</b>	None		

#### Duties and Responsibilities

- 1) Implement measures to avoid stock damages, theft, and wastage
- 2) Place orders to replenish office supplies as needed
- 3) Oversee storage of products
- 4) Coordinate regular inventory audits
- 5) Forecast supply and demand to prevent overstocking and running out of office supplies
- 6) Keep updated inventory records
- 7) Verify receipts and confirm purchase contents
- 8) Compile reports inventory and supply balances
- 9) Make note of damaged inventory

#### Team Contribution

- 1) Constructively contribute and collaborate with all colleagues
- 2) Delivery high quality outputs
- 3) Demonstrate compliance with all legislation and UDLS project policies and procedures

#### Values and Behaviour

- 1) Promote and role model appropriate behaviour to support Uganda Driving License System culture, performance and brand
- 2) Actively demonstrate the company values:
  - **Integrity:** We stand up for what is right
  - **Collaboration:** We are stronger together
  - **Empowerment:** We make a difference
  - **Action:** We focus on results

#### Health, Safety and Wellbeing

- 1) Adhere to all health and safety policies and procedures of Uganda Driving License System and take all reasonable care that your actions or omissions do not impact on the health and safety of others in the project.

#### Confidentiality

This position requires the highest level of confidentiality hence you will be required to sign a confidentiality and non-disclosure agreement

***This job description defines the broad responsibilities of this position. You will be expected to develop a performance plan with specific details of performance goal, objectives and targets***

Person Specification	
<b>Qualifications &amp; Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• BSc in Logistics, Procurement and Supply chain management or relevant field</li> <li>• Proven work experience in inventory management or similar role</li> <li>• Good understanding of supply chain procedures</li> <li>• Active participation in inventory audits</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• demonstrable experience in a Stores supervisory capacity</li> <li>• Good understanding of record management processes</li> </ul>
<b>Skills &amp; Attributes</b>	<p><b>Skills and Attributes:</b></p> <ul style="list-style-type: none"> <li>• Meticulous attention to detail.</li> <li>• Good written and oral communication skills.</li> <li>• Analytical and problem-solving skills.</li> <li>• Strong negotiation skills.</li> <li>• A high level of confidence as you will need to talk coordinate with various project staff ranging from entry level to executive.</li> <li>• The capacity to get a clear overview of your company's activities.</li> <li>• Outstanding organisation skills.</li> </ul>
<b>Other</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Preparedness to undergo a police check</li> <li>• Availability to travel domestically if required</li> <li>• Ability to work flexible hours.</li> </ul>