

<b>Job Title</b>	STOCK CONTROLLER	<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>	To support stock management activities of Uganda Driver's License System (UDLS) Project including managing inventory, forecasting supply and demand to prevent overstocking and running out of printing cards, keeping a record of the number of permits issued and overseeing inventory audits and maintaining inventory reports.			
<b>Reports To</b>	Project Administrator	<b>Supervises</b>	None	
<b>Key External Relationships</b>	None			

### Duties and Responsibilities

- 1) Forecast supply and demand to prevent overstocking and running out-of-stock
- 2) Place orders to replenish merchandise as needed
- 3) Oversee storage of products
- 4) Coordinate regular inventory audits
- 5) Liaise with Stores controller and production department to test products' quality (status upon delivery and storage conditions)
- 6) Keep updated inventory records
- 7) Track, Locate and retrieve project stock records as requested
- 8) Maintain proper filling of approved stock
- 9) Verify receipts and confirm purchase contents
- 10) Compile reports inventory and supply balances
- 11) Make note of damaged inventory
- 12) Perform other Records Management duties as specified by management

### 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 as a Stock Controller, Inventory Manager, or similar role</li> <li>• Good understanding of supply chain procedures</li> <li>• Working knowledge of inventory management software</li> <li>• Active participation in inventory audits</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Familiarity with information systems and archives.</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>