



Job Advertisement for Supplies Officer (1 Position Only)

The Infectious Diseases Research Collaboration (IDRC) seeks to hire a suitable candidate for the position of **Supplies Officer** to be based in **Kampala**. The Successful candidate will be reporting to the Senior Accountant.

Duties and Responsibilities

1. Verification of supplies for Conformity with the requirements of the end users against the LPO created by Procurement Office and issued to the Supplier
2. Ensure technical personnel have verified the supplies before storage and Putting materials/ items away in the store after deliveries in a FIFO order
3. Documenting supplies received by signing supplier's delivery note, invoices and issuing of Goods received notes.
4. Issuing of supplies to the respective end users and properly documenting the process in the store request form and delivery waybill.
5. Submitting the supplier's delivery note, invoices and goods received notes to the procurement office
6. Carry out monthly stock taking and monitoring stock levels for fast moving consumables and perform checks to verify stock levels for re-ordering.
7. Ensuring that goods are checked for damages, quantity and accuracy in a timely manner and updating the computer system to enable accurate stock levels.
8. Producing monthly stock report detailing stock movement in the reporting period
9. Monitoring the movement of assets within the organization by filling and filing the asset transfer forms and adjusting the same in the Navision system.
10. Ensure that all IDRC assets are engraved with IDRC asset numbers before issuance to end users.
11. Carry out bi-annual asset verification and producing the asset verification report

12. Compiling a list of obsolete assets and forwarding it to the procurement department for disposal
13. Routine field visits to all site stores to make sure all are compliant and are following the right store management procedures
14. Organizing the store in a professional manner and making recommendations for improvement of the store.

Qualifications and other desirables for the job:

1. Minimum of upper 2nd Bachelor's Degree in Business Administration with a bias in Stores Management or Procurement and Logistics Degree.
2. A minimum of 3 years' progressive work experience in a fast-paced environment
3. Applicants must be highly competent in MS Excel.
4. Knowledge of and experience using Microsoft Dynamics-Navision to manage the stores and assets function is an added advantage
5. Good communication & interpersonal skills as well as a flexible attitude

How to apply:

Submit your applications using this link on our website: <http://idrc-uganda.org/careers.html>

ADDITIONAL IMPORTANT COMMENTS:

1. All applications must be submitted online before **5:00pm, Monday 30th November 2020**
2. Submission of incomplete or inaccurate documents will render the applicant ineligible for consideration for the job opening.
3. Only online applications submitted using the above portal will be accepted and please note that only shortlisted candidates will be contacted further