

MINISTRY OF EDUCATION AND HUMAN RESOURCES DEVELOPMENT

JOB DESCRIPTION

POST TITLE: Stores Officer
SALARY BAND: B3-B4
DIVISION: Seychelles Institute of Agriculture and Horticulture
SECTION: Administration
UNIT: Stores
REPORTS TO Administration Manager

SUMMARY

The stores officer is directly responsible for the day to day operations of the stores and the management and control of stocks/assets. The store officer coordinates, manages and plans the day to day operations of the professional centers store(s).

RESPONSIBILITIES

1. Organizes and supervises the stores to ensure that it provides an adequate service to all users and to ensure its effective and efficient functioning.
2. Plans the annual stock requirements of the professional centers thus assisting the director and administration manager in budgetary forecasts for stocks.
3. Ensures that stocks are replenished on a regular basis to avoid shortages
4. Evaluates stock samples to determine quality and prices and advising the administrative manager.
5. Liaise and advice administration manager on stores requirements.
6. Ensure that adequate security exists over stocks and that stocks are adequately insured for stationary and uniform.
7. Submit the necessary stock report to management as per laid down procedures and schedules for stock procurement.
8. Carry out stocks inventory and compile monthly stock reconciliation of records and highlights variances.

9. Organize and supervise in collaboration with the auditor, annual stock take and on an adhoc basis periodic stock take for all stock items.
10. Identify damage or obsolete stocks, obtaining write-off authorization and their subsequent disposal.
11. Assist in delivery of all procured items to all users within the professional centre
12. Assist in loading and unloading stock items delivered from supplier to store.
13. Produce and provide periodic stock report to management as when required for all procure stocks
14. Ensuring that the stock management data base is updated regularly for all procured items.
15. Ensure that all stocks of tools and equipment items are properly classified and clean.
16. Responsible for maintaining a clean store environment.
17. Maintain an inventory database for all items in stores under his responsibility.
18. Responsible for issuing tools and equipment to trainees, field workers and other staff members and keep records.
19. Ensure proper maintenance and repairs of tools and equipment.
20. Receive tools, equipments and machines brought for repairs, maintenance or servicing at mechanization unit.
21. Keep appropriated record received items from client.
22. Perform any other related duties as may be directed.

RECOGNIZED QUALIFICATIONS AND EXPERIENCE

Diploma in book keeping or stores management or relevant field

Or Three years satisfactory experience as a senior stock control assistant/asset management technician.