

NATIONAL PUBLIC HEALTH LABORATORY JOB DESCRIPTION

NAMES:

POST: Store Keeper (PIDG/RIM 2)

MINISTRY: Health

SUMMARY: Under the general supervision of the Administrator the incumbent is responsible for all the activities of the store and the supervision of the store clerks.

**RESPONSIBILITIES:
AND DUTIES**

1. Order goods/supplies on a monthly basis or other wise specified when necessary.
2. Issued goods to 12 Hospital Laboratories; 5 clinics and 15 internal departments.
3. Received goods and taken on stock for general, stationary, reagent and equipment stores.
4. Check goods on delivery to ensure that specifications are met by:
 - Inspecting appearance of goods.
5. Ensure that adequate supplies are available for distribution by:
 - conducting weekly stock taking
 - monitoring requisitions and usage patterns
6. Liaise with suppliers re processing of orders:
 - maintain close contact with suppliers keep abreast of price increase.
 - to ensure that service delivered is equivalent to cost.
7. Issue goods on a daily basis and ensure that the relevant data are recorded.
8. Maintain accurate accounting procedures by:
 - checking invoice orders
 - monitoring and updating ledge on a regular basis
9. Communicate shortage of specific items and other matters of concern to Administrator in order that alternative arrangements can

be made.

10. Supervise all activities and store clerks of the provision store by:
 - recommending staff welfare matters
 - ensuring that deadlines are met and the work is being prepared satisfactorily in accordance with establish standards.
11. Ensure that goods/supplies are safely secured.
12. Inventory for office furniture and equipment by checking all furniture that comes into the laboratory.
13. Storing computer data for 4,000 items that comes into the Laboratory e.g. Reagents that need refrigerating when received, dangerous chemicals that need special attention, clothing, stationery, space parts, computer hardware and software, equipment, petrol and general supplies.
14. Performed other related duties as may from time to time be directed.

EXPERIENCE: The incumbent should possess at least 2 years experience in Store Keeping in Senior Position.

QUALIFICATIONS: 1. 4 C.X.C subject or its equivalent including English language
2. Supplies Management 1 & 2