



Caritas
KITUI



CATHOLIC DIOCESE OF KITUI

VACANCY ANNOUNCEMENT

The Catholic Diocese of Kitui seeks to recruit a self motivated, talented, innovative and results oriented individual to fill the position of **STORE/WAREHOUSE OFFICER**

Under the Deputy Director of CARITAS, and with direct supervision by Logistic and Procurement Officer, the incumbent will be responsible for the management of the warehouse, reporting and tracking of stocks in the store effectively and efficiently. He/She will also be responsible for ensuring policies and procedures for all diocesan institutions, meet minimum standards against the diocesan secretariat standards threshold.

Key Duties / Responsibilities

- Offloading, loading, verification, and issue of materials.
- Accurate book keeping.
- Record and document all items in the warehouse
- Verifying that supplies received are listed on purchase orders and invoices.
- Counting and verification of inventory.
- Ensure stores cleanliness, organization and housekeeping at all times.
- Ensure the safety of the stores e.g. safekeeping of the keys; ensure fire extinguishers are working, etc.
- Liaise with all users for the items received from suppliers to ensure that the right items have been delivered.
- Maintain all stocks with the highest degree of care, integrity, and honesty and in the most transparent manner.
- Responsible for maintaining and reporting the Stock Monitoring Sheet as per reporting requirements.
- Liaise with the Procurement department on the receipt of supplies for the warehouse.
- Liaise with Programme department during receipt of special/technical items to ensure that only items requested are received into the store.
- Collaborate on regular basis with Programme Staff, Supervisors and other heads of units/departments to ensure that program materials distribution plans are prepared and executed in a timely manner;
- Prepare weekly and monthly reports for all items in the store.
- Ensure physical stock balances agree with balances on stock cards.
- Responsible for the safety and security of all items in the warehouse.
- Any other duties as may be assigned by the supervisor.



Qualifications

- Diploma in Purchasing and Supplies or any other business related field
- CPA – at least section 2
- Be computer Literate especially Excel.
- Must have 3 to 5 years working experience, with a reputable organization,
- Movements/general logistics background knowledge is an added advantage.
- A certificate of **Good Conduct – MUST**
- A recommendation from Religious leader
- Must be a conversant with catholic social teachings

If you believe you meet the above requirements and are interested in this position, please send your application together with a detailed curriculum vitae which should have at least three (3) referees to the address or email below so as to reach us not later than **Friday 4th September 2015 at 5pm.**

Human Resources Officer
Catholic Diocese of Kitui
P.O. Box 300 – 90200
KITUI



Or email to: hr@dioceseofkitui.org

Only short-listed candidates will be contacted