

## JD 007 MANAGER – WAREHOUSING AND INVENTORY

<b>Job Title:</b>	<b>Manager- Warehousing &amp; Inventory</b>
<b>Grade:</b>	KS 4
<b>Ministry /Corporation:</b>	Kenya Bureau of Standards
<b>Directorate</b>	Managing Director
<b>Department:</b>	Supply Chain
<b>Division:</b>	Warehousing & Inventory
<b>Section / Unit:</b>	Purchasing and Inventory
<b>Location / Workstation:</b>	Kenya Bureau of Standards head office, Popo Road, Off Mombasa Road
<b>Reporting Relationships</b>	
<b>Reports to:</b>	Assistant Manager, Ware housing and Inventory
<b>Direct reports:</b>	<ul style="list-style-type: none"> <li>a) Procurement Officers</li> <li>b) Storekeepers</li> <li>c) Clerks</li> </ul>
<b>Indirect Reports:</b>	<ul style="list-style-type: none"> <li>a) Driver</li> <li>b) Temporary staff</li> <li>c) Students on attachments</li> </ul>
<b>Job Purpose</b>	
The job holder is responsible for coordination and supervision of all store's functions ensuring the right goods are delivered and stores are replenished on time.	
<b>Key Responsibilities / Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
<ul style="list-style-type: none"> <li>a) Participate in development of the Department's Work plan and budget.</li> <li>b) Participate in the implementation of the performance management system in the section.</li> <li>c) Coordinate staff and ensures all activities in the procurement department run as scheduled by establishing process of setting targets within department and work towards their achievement.</li> <li>d) Coordinate regular meetings with staff and user departments to discuss department's performance and resolve any issues in procurement process.</li> <li>e) Mentor and coach departmental staff.</li> <li>f) Oversee day-to-day management; control the operations within department, including deployment of staff and physical resources.</li> <li>g) Identify training needs for the departmental staff.</li> <li>j) Participate in committee meetings as appropriate.</li> <li>k) Prepare and submit all monthly, quarterly and annual reports for the department.</li> </ul>	
<b>II. Operational Responsibilities / Tasks</b>	
<ul style="list-style-type: none"> <li>a) Develop and communicate inventory management policies and procedures.</li> <li>b) Prepare quarterly reports on procurement of goods, services and works from headquarters and all regions for decision making.</li> <li>c) Approve all stores requisitions for replenishment and new purchases.</li> <li>d) Facilitate periodic checks on the quantities of materials held in stock.</li> <li>e) Coordinate periodic and annual stock audits and stock takes.</li> <li>f) Carry out annual stock verification.</li> <li>g) Work with stores officers and promote good employee relations and safety practices in accordance with the Health &amp; Safety Policy.</li> <li>h) Coordinate internal monitoring and evaluation of the supply chain function.</li> <li>i) Compare prices of goods, works and services from different suppliers</li> </ul>	

<ul style="list-style-type: none"> <li>j) Ensure the ACCPAC system is running efficiently in stores.</li> <li>k) Review compiled inventory reports to determine the quantity, type and value of materials and equipment and stock in hand and present to senior managers</li> <li>l) Follow up suppliers on late deliveries.</li> <li>m) Act as alternate Secretary to Disposal committee.</li> <li>n) Participate in Opening and Evaluation of Tenders and Quotations</li> <li>o) Undertake the day to day supervision of the stores staff and services to deliver a customer focused service in accordance with KEBS procedures.</li> <li>p) Analyse patterns of issues and inventory levels of existing stock.</li> <li>q) Ensure proper management of stores and availability of stock.</li> <li>r) Manage the use of all equipment servicing, repair and maintains inventory, and replenishment for accountability.</li> <li>s) Ensure that recommended payments are made in accordance with the terms of contract.</li> <li>t) Develop key performance indicators to measure the effectiveness of the inventory management operations.</li> <li>u) Provide comprehensive management information and in-depth analysis for forecast and budget.</li> </ul>
<b>Job Dimensions:</b>
<b>I. Financial Responsibility:</b>
Participates in development of budgets
<b>II. Responsibility for Physical Assets</b>
Responsible for physical assets assigned by the institution.
<b>III. Decision Making:</b>
<ul style="list-style-type: none"> <li>a) Monitor subordinates work performance</li> <li>b) Appraises/evaluates subordinate's performance</li> <li>c) Make decisions using standard operating standards.</li> </ul>
<b>IV. Working Conditions:</b>
<p>Works predominantly within the office, however,</p> <ul style="list-style-type: none"> <li>a) Exposed to computer glare.</li> <li>b) Uses a variety of body positions on the job including standing or sitting for long periods of time.</li> <li>c) Moves around warehouses.</li> </ul>
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic Qualifications</b>
<ul style="list-style-type: none"> <li>a) Bachelor's degree in Procurement and supplies, Procurement and logistics, Commerce, Business Administration (Supplies Management option), Economic or other relevant qualification</li> <li>b) Relevant Master's Degree.</li> </ul>
<b>Professional Qualifications / Membership to professional bodies</b>
<ul style="list-style-type: none"> <li>a) Post graduate diploma in Purchasing and Supplies.</li> <li>b) Member of KISM and/or CIPS and in good standing,</li> <li>c) Management Course lasting not less than four (4) weeks from a recognized institution;</li> <li>d) Relevant management systems auditor/assessor.</li> <li>e) Fulfilment of chapter six of the constitution of Kenya.</li> </ul>
<b>Previous relevant work experience required.</b>
At least eight (8) years relevant work experience out of which three (3) years' experience in a supervisory capacity.

Need to know:	Attributes:
<ul style="list-style-type: none"> <li>a) Computer proficient</li> <li>b) Public Procurement Act and Regulations</li> <li>c) Public Procurement Oversight Authority guideline</li> <li>d) Sage ACCPAC and IFMIS</li> <li>e) QMS Auditing Skills</li> <li>f) Analytical skills</li> <li>g) Organisational skill</li> <li>h) Quality Management System</li> </ul>	<ul style="list-style-type: none"> <li>a) Interpersonal skills</li> <li>b) Time management</li> <li>c) Communication skills</li> <li>d) Leadership skills</li> <li>e) Team player</li> <li>f) Attention to detail</li> </ul>