



## **Inventory Officer**

**Organization:** Innovative University of Enga

**Department:** Vice President Administration

**Reports To:** Procurement Officer/

**Employment Type:** Full-Time

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### **Job Summary**

The Inventory Officer is responsible for managing, monitoring, and controlling the university's inventory system. This includes receiving, storing, recording, and issuing supplies, equipment, and materials to ensure efficient operations across all departments of the university.

### **Key Responsibilities**

#### **1. Inventory Management**

- Maintain accurate inventory records of all university assets, supplies, and materials.
- Monitor stock levels and ensure sufficient inventory is available for university operations.
- Conduct regular stock counts and inventory audits.
- Update inventory management systems and databases.

#### **2. Receiving and Storage**

- Receive deliveries from suppliers and verify items against purchase orders and delivery notes.
- Inspect goods for quality and quantity before acceptance.
- Ensure proper storage and organization of inventory in the store/warehouse.

### **3. Issuing and Distribution**

- Issue materials and supplies to university departments according to approved requisitions.
- Maintain records of all issued and returned items.
- Coordinate with departments to ensure timely supply of requested items.

### **4. Inventory Control**

- Monitor stock movement to prevent shortages, overstocking, or loss.
- Identify slow-moving or obsolete inventory and report to management.
- Implement inventory control procedures and best practices.

### **5. Documentation and Reporting**

- Maintain proper documentation including:
  - Goods Received Notes (GRN)
  - Stock cards
  - Inventory registers
  - Issue vouchers
- Prepare monthly, quarterly, and annual inventory reports.

### **6. Compliance and Safety**

- Ensure inventory management follows university policies and financial regulations.
- Maintain safe storage practices for equipment and materials.
- Assist with internal and external audits. a

### **7. Coordination**

- Work closely with procurement, finance, and administrative departments.
  - Communicate with suppliers and vendors regarding inventory deliveries.
  - Support procurement planning based on inventory needs.
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## Qualifications

- Diploma or Bachelor's Degree in:
  - Procurement and Supply Chain Management
  - Business Administration
  - Logistics Management
  - Accounting or related field

## Experience

- Minimum **2–3 years experience** in inventory, stores, or warehouse management.
- Experience working in an educational institution or public sector organization is an advantage.

## Skills and Competencies

- Strong organizational and record-keeping skills
- Knowledge of inventory management systems
- Good analytical and reporting skills
- Basic accounting and stock control knowledge
- Computer literacy (MS Excel, inventory software)
- Attention to detail and accuracy
- Good communication and teamwork skills

## Key Performance Indicators (KPIs)

- Accuracy of inventory records
  - Timeliness of stock reporting
  - Reduction of inventory losses or discrepancies
  - Efficient stock turnover management
  - Compliance with procurement and inventory procedures
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