



**Innovative University of Enga, PO Box 387, Wabag, Enga Province,
Papua New Guinea**

JOB DESCRIPTION

Position Title: Inventory Officer

Department: Facilities Management

Reports To: Director of Facilities

Location: Wabag, Irelya Campus

Employment Type: Full-Time

Position Purpose

The Inventory Officer is responsible for maintaining accurate inventory records of university assets, equipment, furniture, consumables, and supplies. The position ensures effective inventory control, stock accountability, and timely availability of materials to support University operations.

Key Responsibilities

Inventory Management

- Maintain inventory databases and stock registers.
- Receive, inspect, record, and issue inventory items.
- Monitor stock levels and initiate replenishment requests.
- Conduct periodic stocktakes and reconcile inventory records.
- Maintain fixed asset registers.

Asset Control

- Label and track University assets.
- Monitor movement of inventory and equipment.
- Assist in annual asset verification exercises.
- Maintain records of damaged, obsolete, or disposed assets.

Reporting

- Prepare monthly inventory reports.
- Analyse stock movements and consumption trends.
- Report discrepancies and investigate inventory variances.
- Maintain accurate inventory documentation.

Compliance

- Ensure proper storage and security of inventory.
- Follow University procurement and inventory policies.
- Maintain confidentiality of inventory records.

General Duties

- Support procurement and stores operations.
- Assist during audits.
- Perform other duties assigned by the Director of Facilities.

Qualifications and Experience

- Diploma or Bachelor's Degree in Supply Chain Management, Logistics, Business Administration, Accounting, or related field.
- Minimum of three (3) years' experience in inventory or stores management.

Knowledge and Skills

- Inventory management systems.
- Microsoft Excel and database management.
- Record management.
- Analytical skills.
- Attention to detail.
- Good communication skills.

Key Competencies

- Accuracy
- Accountability
- Integrity
- Planning and Organization
- Customer Service
- Teamwork
- Time Management
- Problem Solving

Performance Indicators

- Accuracy of inventory records.
- Timely completion of stocktakes.
- Reduction in inventory losses.
- Compliance with inventory procedures.
- Timely submission of inventory reports.

Interested Applicants are encouraged to submit the following documents:

- ✓ **Current Curriculum Vitae (CV)**
- ✓ **Certified Academic Qualifications and Transcripts**

Please send all application materials via email to: recruitment@iue.ac.pg

Address to:

Ms. Kessie Makeu (Recruitment Chair)

Innovative University of Enga

PO Box 387

Wabag, Enga Province, Papua New Guinea

Note: Only shortlisted candidates will be contacted for an interview