

JOB TITLE	Manager, Stores
LOCATION	Accra
EMPLOYMENT TYPE	Permanent
LEVEL	Head
PURPOSE OF POSITION	<p>To efficiently manage the storage, distribution of materials and supplies necessary for the Fund's operations. This includes ensuring that the right quantity of materials is delivered, maintaining accurate inventory records, optimizing storage space, and coordinating the timely delivery of goods to support various projects and activities undertaken by GIFEC.</p> <p>Ultimately, play a crucial role in supporting the smooth functioning of GIFEC by facilitating the availability of essential resources needed for its programs and initiatives.</p>
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Oversee the maintenance of accurate inventory records, including tracking stock levels and conducting regular stock counts to ensure accuracy. • Coordinate with procurement team to identify stock requirements, create purchase orders, and ensure timely procurement of goods to meet operational needs • Implement efficient storage practices to maximize space utilization and ensure proper organization of materials within the storage facility. • Supervise the distribution process, including the picking, packing, and dispatching of goods to internal Units or external stakeholders, ensuring timely and accurate deliveries. • Maintain comprehensive records of all stock transactions, including receipts, issuances, and adjustments, and generate regular reports on inventory levels, stock movements, and other relevant metrics. • Oversees Stores and Disposal of Assets in accordance with laid down procedures and regulations. • Carries out regular inspection of Stores and inventory, and reports to the Head of Procurement • Ensure compliance with relevant regulations, policies, and procedures governing the procurement, storage, and distribution of goods, including health and safety regulations.

	<ul style="list-style-type: none"> • Identify opportunities for process improvement and implement initiatives to enhance the efficiency, accuracy, and cost-effectiveness of store operations.
QUALIFICATION AND EXPERIENCE	<ul style="list-style-type: none"> • A minimum of a Master's Degree from an accredited tertiary institution in Supply Chain Management, , Purchasing & Supply or any other related field. • Must be a member of the Chartered Institute of Purchasing and Supply (CIPS) or any recognized professional procurement body. • A minimum of five (5) years post-Bachelor's Degree relevant work experience, five (5) of which should have been a management role in a reputable organization.
COMPETENCIES	<ul style="list-style-type: none"> • Excellent knowledge in Public Procurement Act and Financial Management Systems. • Good knowledge and understanding of Public Administration System. • Good knowledge in Strategic Management. • Good leadership and networking • Monitoring and evaluation skills. • Quantitative, Qualitative and Analytical skills • Good negotiation and advocacy skills. • Knowledge in material handling, logistics, warehousing and custom clearance • Knowledge in contract management • Good knowledge in conflict management. • Good knowledge in labour laws and regulations. • Ability to inspire and motivate. • High integrity and good ethical standards • Good communication and interpersonal skills. • Good knowledge in IT applications. • Knowledge in Administrative Procedures. • Good report writing skills.