<table>
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<th>Functions</th>
<th>Tasks</th>
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| Manage and Coordinate requisition of goods and assets | ▪ Prepare requisition forms of the Fund’s equipment, goods, and assets based on stakeholder requirements.  
▪ Prepare purchase order forms and make follow-ups on deliveries.  
▪ Work with successful bidders to ensure effective delivery of goods and services.  
▪ Deliver materials requested to the staff. |
| Reporting, Budgeting and Compliance | ▪ Maintain an updated inventory list for all equipment’s, goods and assets for the Fund including depreciation calculations.  
▪ Participate in budget allocation process.  
▪ Propose the public auctions of depreciated assets.  
▪ Prepare quarterly and annual reports of transport management.  
▪ Prepare and submit required reports e.g. stock reports).  
▪ Account for the Fund assets through rolling out of Codify manuals.  
▪ Participate in internal and external audits in regard to assets management |
| Facility Management and House Keeping | ▪ Ensure that the Fund’s administrative building is insured against probable risks such as burglary, fires etc  
▪ Ensure proper functioning of electricity, water and broadband installation of the Fund administrative building  
▪ Ensures cleanliness of the Fund’s offices and surroundings and the maintenance of laws.  
▪ Ensures security of the Fund’s offices and property.  
▪ Ensure smooth and orderly supply of refreshments, office stationery and materials to members of staff. |
| Transport Coordination | ▪ Identify logistics needs through consultation of the Fund’s different departments/divisions and projects.  
▪ Record keeping of all transport related documents e.g. requisition forms from staff etc  
▪ Ensure proper allocation of Vehicle to facilitate Staff movement |

**Job Specifications/Profile**

**Relevant Qualifications**

A Bachelor’s degree in either Business Administration, Accounting, Management, Supply Chain Management, Administrative Sciences, Procurement, or Public Administration.

**Required Experience**

At least 2-3 years relevant working experience in a similar function.

**Required Competencies**
▪ Proven experience in Stock Management and Logistic operations.
▪ Knowledge of supply chain management.
▪ Strong organizational and interpersonal skills.
▪ Computer literate with good knowledge of MS Office (Word, Excel, Access, Microsoft Project, Power Point) in relation to Stock Management and Logistic operations.
▪ High level of discretion in dealing with confidential, critical and highly sensitive situations within the organization and externally.
▪ Strong written and verbal communication skills.