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SAMTSE COLLEGE OF EDUCATION



Annexure 5A/6.1.2.1

ROYAL UNIVERSITY OF BHUTAN POSITION PROFILE

1. JOB IDENTIFICATION

- Store Keeper Position Title 13
- Position Level
- Administrative and Technical Occupational Group
- Mode of Employment : Regular
- Samtse College of Education College / OVC

2. MAIN PURPOSE OF THE POSITION:

To look after the central store and also provide uninterrupted supply of stationeries, learning materials, project materials and also support in the procurement works of the college.

3. General Roles and Responsibilities:

- 3.1 Receive supplies of materials, store properly and issue to the users;
- 3.2 Maintain accurate records of the materials and carry out annual stock inventory;
- 3.3 Ensure minimum damage to the materials;
- 3.4 Plan distribution & stock rotation;
- 3.5 Coordinate with procurement section and user agencies;
- 3.6 Carry out any other task that may be assigned from time to time.

4. Specific Roles and Responsibilities:

Look after smooth functioning of the Central Store to support academic activities in the College.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

- 5.1 Education: CI. XII pass out with background in Tally Prime and Inventory Management
- 5.2 Experience: Candidates with relevant past experience will be given preference

5.3 Knowledge, Skills and Abilities:

- 5.3.1 Skilled in carrying out routine works efficiently and effectively and are proficient in the use of tally prime, inventory management and Microsoft excel & words.
- 5.3.2 Good communication skills in written as well as spoken at least in Dzongkha and English
- 5.3.3 Knowledge of rules and regulations pertaining to the area of work, the especially Government Procurement Rules and Regulations. e.g. e-GP
- 5.3.4 Ability to organize information and maintain up-to-date information for Administrative and management purposes.
- 5.3.5 Ability to be courteous and able to handle matters in short notice.