

**ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE**

1. JOB IDENTIFICATION

- 1.1 Position Title: Store In-Charge
- 1.2 Position Level: 10
- 1.3 Occupational Group: Administrative & Technical
- 1.4 College: Samtse College of Education

2. MAIN PURPOSE OF THE POSITION:

The main purpose is to manage and oversee the entire store system of the university/college. This position is crucial in ensuring that the university/college's assets and resources are efficiently tracked, maintained, and utilized.

3. GENERAL ROLES AND RESPONSIBILITIES:

The Typical general Roles and Responsibilities will include:

- 3.1 Determine the resource needs and coordinate with the College management to prepare annual procurement plans;
- 3.2 Perform procurement of goods as per government procurement rules and regulations;
- 3.3 Manage and maintain budget estimates and financial reports for the central store;
- 3.4 Collaborate and maintain networks with other departments within the university/ college and outside;
- 3.5 Evaluate suppliers to achieve cost-effective deals and maintain trustworthy relationships;
- 3.6 Plan timely disposal of unwanted assets using environmentally friendly practices;
- 3.7 Implement technology solutions and automation to streamline procurement control processes;
- 3.8 Develop and implement training programs to ensure compliance with university policies, regulations, and industry standards related to store and procurement management;
- 3.9 Maintain proper record of all the goods and services pertaining to procurement and store;
- 3.10 Participate in relevant forums and perform any other tasks as assigned by the College.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

4.1 Procurement and Receiving

- 4.1.1 Coordinate with management to ensure accurate and timely recording of newly acquired assets;
- 4.1.2 Oversee the receiving process, verifying that received items match purchase orders and packing slips;
- 4.1.3 Place orders to replenish stock avoiding insufficiencies or excessive surplus;
- 4.1.4 Assist University/College tender committee in procurement processing.

4.2 Record keeping and Database Management

- 4.2.1 Utilize procurement/store management software to maintain an up-to-date and organized database of university/college assets.
- 4.2.2 Ensure that all relevant information, such as purchase details, depreciation, and maintenance records, is accurately recorded in the stock ledger/system.
- 4.2.3 Identify and assess potential risks related to store/procurement management, such as theft, loss, or obsolescence.
 - a) Implement strategies to mitigate risks and ensure the security of valuable university/college assets.

4.3 Reporting, Communication & Collaboration

- 4.3.1 Generate monthly reports on storage, usage, and trends for university/college administrators;
- 4.3.2 Provide reports to support budgeting, forecasting, and decision-making processes;
- 4.3.3 Communicate with vendors/suppliers to resolve issues related to deliveries, quality, or discrepancies in orders;
- 4.3.4 Negotiate terms and conditions with vendors/suppliers to optimize procurement processes;
- 4.3.5 Collaborate with different departments/units, including finance, estate, and academic units, to understand their needs and requirements;
- 4.3.6 Work closely with IT departments to track and manage technology assets.

4.4 Training and Development

- 4.4.1 Train staff involved in store/procurement management on best practices, policies, and procedures;
- 4.4.2 Stay informed about industry trends and advancements in procurement/store management practices;
- 4.4.3 Conduct training sessions on safety protocols to prevent accidents and ensure compliance with safety regulations;
- 4.4.4 Collaborate with academic departments to facilitate student involvement in store/procurement-related activities;
- 4.4.5 Provide training on the use and maintenance of specialized equipment used in educational departments (e.g., laboratory equipment, research tools).

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

5.1 Education: Diploma in Materials and Procurement Management/Supply Chain Management/Materials Management/Inventory Management

5.2 Experience: Candidates with relevant past experience will be given preference

5.3 Knowledge Skills and Abilities:

- 5.3.1 Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
- 5.3.2 Good communications skills both in terms of writing and speaking (Dzongkha and English).
- 5.3.3 Sound analytical skills with knowledge in planning, management and execution of projects and activities.
- 5.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- 5.3.5 Ability to work in teams and ready to work beyond working hours.