



NATIONAL DRAINAGE & IRRIGATION AUTHORITY

JOB DESCRIPTION/SPECIFICATION

JOB TITLE: STORES MANAGER

DIVISION: STORES

REPORTING TO: CHIEF EXECUTIVE OFFICER

SUPERVISES: STORES AND INVENTORY CONTROL OFFICER, STORE KEEPER
STORES ASSISTANT

SALARY BAND: FIVE (5)

Job outline: The Stores Manager is responsible for the overall management, security, and operation of the Ministry/Agency's central store facilities and inventory system. The role ensures that all supplies, materials, and assets are received, stored, issued, and tracked efficiently, accurately, and in strict compliance with the Government of Guyana's Stores Regulations, financial instructions, and public service procurement policies. The manager is key to maintaining proper asset accountability and supporting operational continuity.

The Main Functions of the job are as follows:

Inventory Management and Control:

- Design, implement, and maintain a robust, electronic inventory management system (IMS) to track stock levels, movements, and values accurately.
- Establish and enforce procedures for the proper receipt, inspection, recording, and storage of all incoming materials, goods, and assets.
- Conduct regular physical stock-takes and cycle counts, reconciling them immediately against IMS records to minimize discrepancies and losses.
- Manage stock rotation (e.g., First-In, First-Out - FIFO) to prevent obsolescence, spoilage, or deterioration, especially for perishable or dated items.
- Determine re-order levels and communicate material requirements to the Procurement Unit in a timely manner to prevent stock-outs.

Store Operations and Security:

- Oversee the efficient layout and organization of the storehouse to maximize space utilization, accessibility, and safety.

- Ensure the store facility is maintained in a clean, orderly, and secure condition, adhering to all occupational health and safety (OHS) standards.
- Control access to the store, issuing materials only upon receipt of duly authorized requisitions (vouchers or equivalent forms).
- Coordinate the dispatch and delivery of materials to various departments or sites, ensuring accuracy and timely delivery.

Reporting and Compliance:

- Prepare and submit regular (weekly/monthly/quarterly) inventory reports, including consumption analysis, stock valuation, discrepancy reports, and reports on obsolete or surplus items.
- Ensure all stores documentation (receipt vouchers, issue notes, bin cards, stock sheets) is accurately completed, filed, and retained in accordance with Public Service record-keeping standards.
- Act as the primary point of contact for internal and external audits concerning stock and asset management.

Staff and Resource Management:

- Supervise, train, and manage stores personnel (Storekeepers, Stores Assistants), ensuring high performance and adherence to standard operating procedures.
- Conduct performance appraisals and identify training needs for stores staff.

Qualifications and Experience

- Bachelor's Degree in Management, Logistics, Supply Chain Management, Business Administration, or a related field plus the minimum of 5 years' experience *OR*
- Associate Degree in a related field plus seven (7) years of progressively responsible experience in Stores/Warehouse Management, preferably within the public or non-profit sector.
- Proficiency in using computerized Inventory Management Systems (IMS), QuickBooks and Microsoft Office Suite (especially Excel).
- Knowledge of the Government of Guyana's Stores Regulations, Financial Instructions, and Procurement Act is highly desirable.

Competencies Planning and Organizing

- **Integrity and Accountability:** Demonstrates a high level of integrity and strict adherence to public sector rules and regulations.
- **Attention to Detail:** Meticulous and highly accurate in recording, counting, and reconciling inventory data.

- **Organizational & Planning Skills:** Exceptional ability to plan store layout, inventory schedules

Work Environment

While performing the duties of this job, the employee regularly works in the office setting but will be required to make routine field visits

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m and Fridays from, 8:00 a.m. to 3:30 p.m respectively.

Updated by: Ms. J. Blackman

Human Resource Manager

2025-10-10