



## THE NAIROBI HOSPITAL

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### Career Opportunity

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The Nairobi Hospital, a leading health care institution in Eastern Africa has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player with the ability to effectively add value to enabling good patient outcomes and shape best clinical and non-clinical practice in line with our Strategic Plan (2019-2024).

#### **Stores Assistant**

**REF: TNH/HRD/SA/03/2023**

The overall purpose of this job is to assist in coordination of the daily operations of the hospital's store including inventory control and management in line with established procedures.

#### **ROLES AND RESPONSIBILITIES**

- Ensure timely processing of documents, stock, ordering, receiving, issuing and variance reconciliation;
- Coordinate assist the store officer in stores operations including ordering, receiving, storage, issuing and record management.
- Implement best practice stocks ordering, storage processes and eliminate expiries/obsolesce/damage in storage.
- Receive items from suppliers in collaboration with the joint receiving team;
- Ensure processing of stores' documents is carried out on a daily basis and forwarded within established timelines;
- Facilitate timely stock ordering and follow ups for replenishment.
- Ensure the store has adequate space to accommodate all items coming on a daily basis for efficiency in operations;
- Maintain accurate records and tracking of all stock items through the delivery notes, stock requests and issue reports by processing all issues and receipts on daily basis.
- Prepare reports in a timely manner in order to give account of stocks and determine the necessary actions;
- Ensure security of all materials stored in the store and enforce access control to store from non- store staff;
- Ensure accurate and thorough physical counting of stocks during stock taking and speedy variance explanation;
- Carry out filing and archiving of hospital documentation related to store management; and
- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

## **EDUCATION AND EXPERIENCE**

- Diploma in Supply Chain, Procurement or any other related field from a recognized institution.
- Must be a member of a Professional body governing procurement and supply.
- Minimum of 3 years' job experience in procurement and stores management in a large establishment.

## **CORE COMPETENCIES**

- Experience in warehousing and inventory management.
- Thorough understanding of procurement laws and procedures.
- Knowledge and experience in demand and supply system and best procurement practices.
- Knowledge and effective application of all procurement and relevant hospital policies, processes, procedures and guidelines to consistently achieve required compliance standards or benchmarks
- Good interpersonal and communication skills
- High level of integrity
- Knowledge of supply chain management in multi user/network environment
- Attention to detail
- Planning and organizing skills
- Accountability
  
- If your background, experience and competence match the above specifications, please send your application (cover letter & CV/Resume) quoting the job reference number, testimonials and full contact details of 3 referees, to reach the undersigned not later than **5<sup>th</sup> April, 2023**.
  
- Only shortlisted candidates will be contacted. If you do not hear from us within two weeks post application, please consider your application unsuccessful.
  
- Please note that The Nairobi Hospital does not charge any fees from applicants at any stage, nor has it engaged a third party to facilitate this hire.
  
- All communications to successful candidates will be done using official contacts as listed on our website.
  
- *Only online applications will be accepted.*

*The Nairobi Hospital does NOT charge recruitment fees.*

**Human Resources Manager**

**The Nairobi Hospital**

**P. O. Box 30026 - 00100**

**NAIROBI**

**Email: [recruitment@nbihosp.org](mailto:recruitment@nbihosp.org)**