

**ROYAL GOVERNMENT OF BHUTAN
ROYAL UNIVERSITY OF BHUTAN**

POSITION PROFILE

1. JOB IDENTIFICATION

- **Position Title** : Store Keeper
- **Position Level** : 13
- **Occupational Group** : Administrative and Technical
- **Mode of Employment:** Regular
- **College** : Jigme Namgyel Engineering College, Dewathang

2. MAIN PURPOSE OF THE POSITION:

The main purpose of the position is to look after the central store and also support in the procurement works of the college.

3. Roles and Responsibilities:

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

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

- **Education:** Class XII passed
- **Experience:** Preference will be given to those with relevant experience for the purpose of shortlisting.
- **Knowledge Skills and Abilities:**
 - Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
 - Good communications skills both in terms of written and speaking.
 - Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
 - Ability to work in teams and ready to work beyond working hours.