

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- **Position Title** : Store Manager
- **Position Level** : 10
- **Occupational Group** : Administrative and Technical
- **Mode of Employment** : Regular
- **College / OVC** : Jigme Namgyel Engineering College, Dewathang

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: Cl. XII with Diploma in Materials and Procurement Management

5.2 Experience: Candidates with relevant past experience would be an added advantage

5.3 Knowledge, Skills and Abilities:

- 5.3.1** Skilled in carrying out routine works efficiently and effectively and are able to use appropriate tools including ICT.
- 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, especially the Government Procurement Rules and Regulations.
- 5.3.4** Ability to organise 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.