

Vacancy Announcement



Local Partner Health Services – North and Southwest

Position Title: STORES OFFICER

1 POSITION (LANGO)

PROJECT SUMMARY

Global Health Security (GHS) is an Activity implemented by the Joint Clinical Research Centre (JCRC) with support from the U.S. Government through the Department of State. The Activity is aimed at strengthening Ebola preparedness and response across Uganda, the Democratic Republic of Congo (DRC), and South Sudan, with support to 461 health facilities and communities across 35 districts and three cities in the Acholi, Ankole, Kigezi and Lango regions. The Activity delivers targeted health security and preparedness interventions in collaboration with the Ministry of Health, district local governments and other key stakeholders, with intensified support in six high-risk border districts—Kanungu, Rukungiri, Kisoro, Rubirizi, Amuru and Lamwo—and targeted support to selected Ebola Treatment Units (ETUs) and other strategically identified areas in the DRC and South Sudan.

GENERAL POSITION SUMMARY

The Stores Officer will be responsible for the efficient management of all stores operations, including the receipt, storage, inventory control, and dispatch of supplies and equipment. The role will ensure accurate stock records, proper storage conditions, timely issuance of items, and compliance with organizational policies and procedures to maintain accountability and support uninterrupted project operations.

ESSENTIAL JOB RESPONSIBILITIES

- Make goods receipt notes in case of local purchases
- Contribute to the optimization of stockholdings by planning and coordinating activities that ensure stock is controlled in a secure and useable manner.
- Control the stores' operation by ensuring that all materials are correctly handled and received including receiving, recording, locating and issuing as per the standard operating procedure of the department.
- In liaison with line departments prepare plans and forecast stock requirements.
- Receive and inspect delivery documents and goods.
- Receive and verify quantities of goods received and issued
- Identifying and disposing of obsolete stock as per SOP and guidelines.
- Enter inventory into a database daily.

- Perform physical stock counts at least once a month and per schedule; perform reconciliation with paper files and as required in ERP system to ensure compliance with stock level agreements; follow up with supervisor in regards to discrepancies, alarm thresholds, stock-outs and expiry dates
- Track all movements of goods in and out of the store, including checking deliveries of goods against dispatch notices for quality and quantity.
- Pick, pack and issue goods following requests in accordance with JCRC procedures
- Ensure all goods are stored and packed safely and securely and easily identifiable
- Maintain an efficient filing system for all documentation related to stores and enter information into the ERP system as required
- Prepare reports related to consumption, fast-moving inventory, physical count position, expired stocks etc. and submit according to schedule
- Prepare requisitions for stock replenishments.
- Organize the manual loading and unloading of vehicles, as needed
- Reduce waste by maximizing the re-utilization of goods returned
- Ensure store health and safety procedures are understood and followed by all persons in the store
- Responsible for the security and cleanliness of the interior and exterior of the store.
- Control store access to authorized personnel and ensure doors and other exits are secured; immediately inform supervisor of any problems arising in the course of the work, particularly with regard to damage, loss, attempted break-ins or theft in the store
- Any other duties as may be assigned from time to time.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- The ideal candidate must hold a Degree in Business Administration, Procurement and Supply Chain Management or in any related field.
- At least three years of related work experience in HIV/AIDS Programs
- Broad working knowledge of medical supplies is an added advantage
- Broad understanding of Good Storage Practice
- Excellent written, oral communication and report writing skills
- Broad knowledge and understanding of Procurement and Supply Chain M&E
- Good knowledge of computer applications.

How to apply: All applications must be addressed to;

The Head Human Resource at Joint Clinical Research Centre, Plot 101 Lubowa Campus off Entebbe Road, P.O Box 10005, Kampala-Uganda.
Email: jobs@jcrc.org.ug

The application deadline is Friday, 6th November 2026 at 05:00 pm.

Strictly two documents combined in one PDF are required (Application letter and CV not exceeding 6 pages).

Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification.