



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR VOCATIONAL AND TECHNICAL TRAINING
KONGONI TECHNICAL AND VOCATIONAL COLLEGE



Along Eldoret – Kitale Road P.O. Box 45 – 30205 Matunda
TEL: 0788-070-303 EMAIL: kongonitvc@gmail.com WEBSITE: www.kongonitvc.ac.ke

Date: 22nd July, 2024

RE-ADVERTISEMENT: STOREKEEPER – ONE (1) POST

The Board of Governors Kongoni Technical and Vocational College (KTVC) is seeking to fill the above post.

Requirements for appointment

1. Be a Kenyan citizen.
2. Diploma in Supply Chain Management.
3. Must have worked reputable Public or Private firm/Institution for at least one year (preferably a training institution)
4. Knowledge in ICT is mandatory.
5. Meet the requirements of Chapter Six of the constitution of the Republic of Kenya.

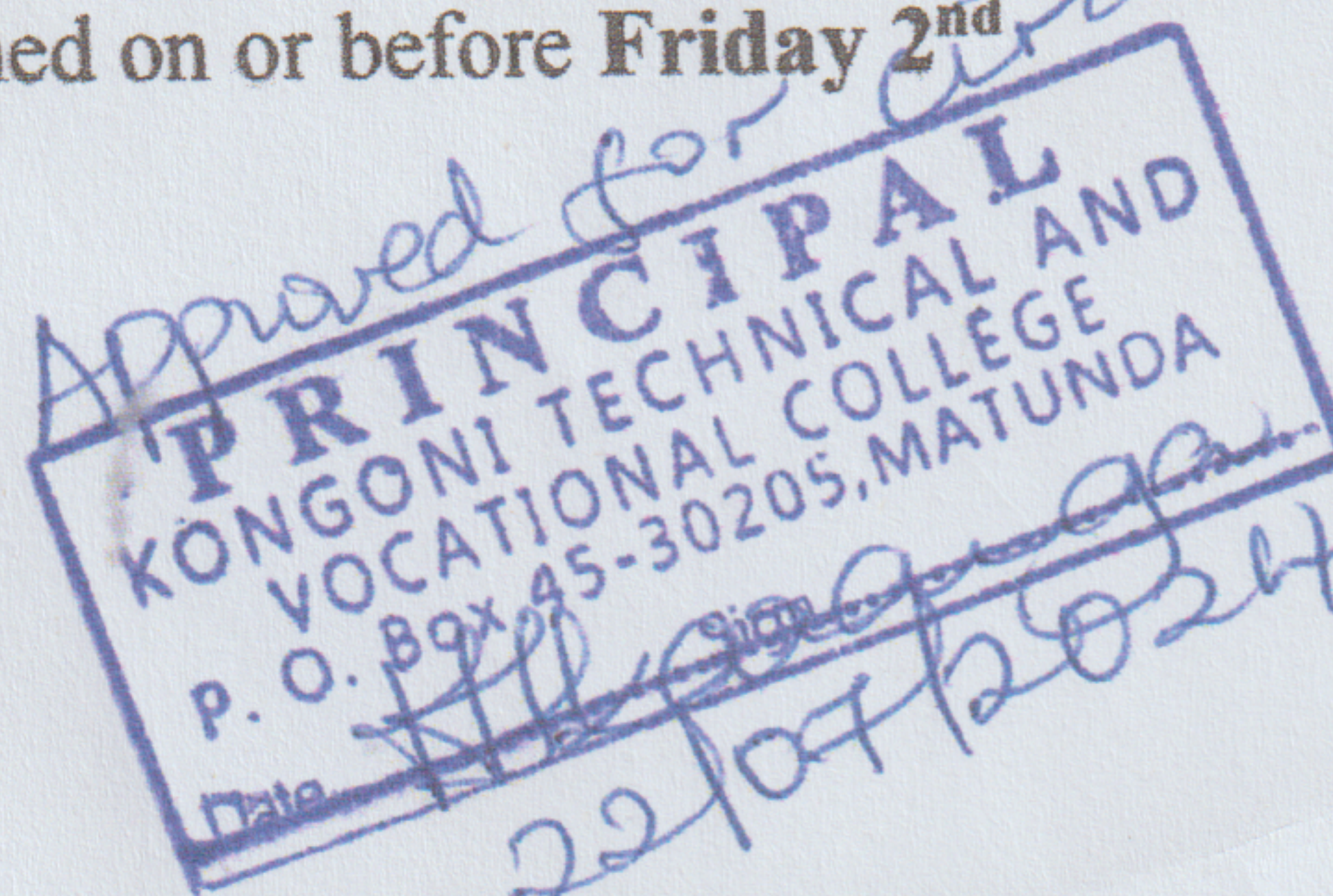
Job Description

Duties and responsibilities

1. Ensure uninterrupted supply of materials and stores without delay to various production and service departments of the institution.
2. To prevent over stocking and under stocking materials.
3. To check all material in terms of quality and quantity.
4. To minimize storage costs.
5. To ensure effective and continuous control over materials.
6. To ensure optimal utilization of available storage space and workers engaged in storekeeping processes.
7. To protect materials from loss and wastage due to defective storage.
8. To identify and locate materials in storerooms without delay.
9. To protect and safeguard materials items from pilferage, theft, fire and others.
10. To develop a system that provides complete and up to date information about all stored items.
11. Ensure that all the goods received notes are regularly posted to the Bin Card.
12. Prepare goods received notes in accordance with the different stores lots received.
13. Receiving purchased stores from the receiving departments and verifying that every lot of stores is supported by an indent, a purchase order, and an inspection note.

Interested and qualified persons are requested to submit their applications with detailed CVs, copies of academic, professional certificates and other testimonials through the email kongonitvc@gmail.com or hand delivery so as to reach the undersigned on or before **Friday 2nd August, 2024.**

THE PRINCIPAL/SECRETARY BOG
KONGONI TVC
P.O. BOX 45 - 30205
MATUNDA



KONGONI TECHNICAL AND VOCATIONAL COLLEGE IS AN EQUAL OPPORTUNITY
EMPLOYER