



## Employment Opportunity

### Background:

The Infectious Diseases Institute (IDI) is a Ugandan not-for-profit organization whose mission is to strengthen health systems in Africa, with strong emphasis on infectious diseases, through research and capacity development. IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment; Training, Research, Laboratory services (including the CAP-certified IDI Core Lab & Translational Lab), Global Health Security and Health System Strengthening.

IDI wishes to recruit motivated and competent individuals to fill the vacancies below:

**Job Title:** Locum Warehouse Assistant  
**Vacancy Code:** LWAX001  
**Classification:** Locum  
**Reporting:** Senior Supply Chain Manager  
**Duty Station:** Kampala

### General Description:

As part of the Warehouse and Distribution team, the Warehouse Assistant shall support accurate order fulfillment, appropriate arrangement and storage of items in the warehouse and stewardship of stock.

### Key outputs

- ✓ Accurately and appropriately packed client consignments
- ✓ Bin accuracy
- ✓ Timely order processing
- ✓ Timely receipt of items
- ✓ Stock safety and security
- ✓ Update of stock keeping records

### Main Duties:

1. Support in arranging and packing stock and assets in respective shelves and partitions.
2. Proactively ensure that all stock and assets are suitably stored, categorized and kept in respective locations to ease tracking and prevent deterioration in quality.



3. Regularly inspect the stock for shelf life status and damages and report to the warehouse officer any such issues and follow up to ensure quick action is taken.
4. Issue stock to requesters following proper institutional procedures using approved stock requisition forms/orders.
5. Support receipt and inspection of incoming consignments
6. Carry out spot checks on finished customer orders to detect and correct any picking errors
7. Supervise the cleaning of the Warehouse premises and ensure the Warehouse, stock and assets are stored in a manner that meets applicable standards of hygiene and OHS at all times.
8. Support documentation and maintenance of appropriate stock records
9. Take custody, stewardship and accountability for stock
10. Carry out continuous cycle counts and bin verification to ensure inventory accuracy
11. Participate in periodic stock take exercises
12. Identify expired, long stay or slow-moving items and notify the warehouse officer to take appropriate measures.
13. Ensure that stock is appropriately stored, categorized and kept in respective locations.
14. Carry out any other duties as shall be reasonably assigned by the supervisors

### **Qualifications**

- Minimum of Diploma in Stores Management / Business Administration /Commerce/ Procurement and Logistics Management
- Bachelor's degree holders shall have added advantage.
- 1-year experience of working in the warehouse/stores.



### Required skills/competences

- Speed and accuracy
- Team player
- Attention to details
- Computer skills
- Product knowledge
- Numeracy
- Flexibility
- Ability to comply to instructions and standard operating procedures

**NB: This Job will involve regular lifting and carrying**

### How to apply;

Candidates that meet the above criteria and have what it takes to excel in these position should send their CVs, including details of email address, present position, current remuneration, Certificate/testimonials and address of three (3) Referees plus telephone contact not later than **30<sup>th</sup> November 2021**. **Please follow this link <https://idi.mak.ac.ug/hrms> to apply for this position.**

### Key Notes:

- 1. IDI is an equal opportunity employer and does not charge a recruitment fee or any other fees at any stage of the recruitment process*
- 2. Internal candidates who meet the required specifications and have worked with IDI for a period of at least one year will be given priority.*
- 3. Make sure that your application letter, CV and certificates are attached as one document*
- 4. Indicate the Vacancy Code as the subject for your email*
- 5. Only shortlisted candidates will be contacted*
- 6. Any form of canvassing will lead to automatic disqualification.*

### The Senior Human Resource Manager



MAKERERE UNIVERSITY

**Infectious Diseases Institute**  
**College of Health Sciences**  
**Makerere University**



**Infectious Diseases Institute — IDI Knowledge Centre, Makerere University Main Campus; College of Health Sciences, Makerere University**

**P.O. Box 22418, Kampala, Uganda**

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Email: [office@idi.co.ug](mailto:office@idi.co.ug)

**Main locations:**  
IDI McKinnell Knowledge Centre  
(ED office, Training, Health Systems Strengthening, Grants Management, Finance and Administration, Global Health Security)  
Makerere University Main Campus  
Tel: +256 (0)312 211 422

IDI Mulago  
(Clinic, Research, Lab Services, Information Services)  
Mulago Hospital Complex  
Tel: +256 (0) 414 307 000