

STORES AUDITOR I
(Ministry of Health)

Kind of Work

Stores work in the auditing and verification of stocks.

Distinguishing Features of Work

An employee in this class assists in the auditing and verification of stocks in the Supplies Division, Ministry of Health. Duties include the performance of a continuous audit of physical stocks as well as reporting of the condition of stores and advising on those to be written off or measures to be taken to minimise losses. Work is performed under the general supervision of a superior officer who reviews work through reports, discussions and inspections.

Examples of Work

Assists in the auditing and verification of stocks, including drugs and medical supplies and advises on their care, custody, control and related matters.

Ensures that proper inventory records are maintained for government's supplies and equipment.

Performs continuous audits of physical stocks and reports on shortages, excesses, expired drugs, obsolete stores, items to be written off and other related matters.

Reviews existing systems of receiving, storage, distribution and disposal of stores.

Performs related work as required.

Required Knowledges, Skills and Abilities

Knowledge of storekeeping methods and procedures.

Knowledge of government regulations and instructions pertaining to stores and purchasing and requisitioning procedures.

Ability to make inspections for determining quality of goods in relation to purchases, orders and specifications.

Ability to install and maintain stock inventory records.

Ability to establish and maintain effective working relationships with associates and the public.

Minimum Experience and Training

Experience as a storekeeper and training as evidenced by possession of a General Certificate of Education, Ordinary Level with passes in five (5) subjects two (2) of which must be English Language and Mathematics or any equivalent combination of experience and Training.