

<b>Institution</b>	<b>Rwanda Green Fund (FONERWA).</b>
<b>Job Title:</b>	<b>Logistics and Stock Management Officer</b>
<b>Administrative Unit:</b>	Office of the Chief Finance Officer
<b>Job Level and Grade:</b>	5.II
<b>IV:</b>	500
<b>Index:</b>	951
<b>Report to:</b>	Corporate Financial Management Specialist
<b>Responsible for:</b>	N/A
<b>Functions</b>	<b>Tasks</b>
Manage and Coordinate requisition of goods and assets	<ul style="list-style-type: none"> <li>▪ Prepare requisition forms of the Fund's equipment, goods, and assets based on stakeholder requirements.</li> <li>▪ Prepare purchase order forms and make follow-ups on deliveries.</li> <li>▪ Work with successful bidders to ensure effective delivery of goods and services.</li> <li>▪ Deliver materials requested to the staff.</li> </ul>
Reporting, Budgeting and Compliance	<ul style="list-style-type: none"> <li>▪ Maintain an updated inventory list for all equipment's, goods and assets for the Fund including depreciation calculations.</li> <li>▪ Participate in budget allocation process.</li> <li>▪ Propose the public auctions of depreciated assets.</li> <li>▪ Prepare quarterly and annual reports of transport management.</li> <li>▪ Prepare and submit required reports e.g. stock reports).</li> <li>▪ Account for the Fund assets through rolling out of Codify manuals.</li> <li>▪ Participate in internal and external audits in regard to assets management</li> </ul>
Facility Management and House Keeping	<ul style="list-style-type: none"> <li>▪ Ensure that the Fund's administrative building is insured against probable risks such as burglary, fires etc</li> <li>▪ Ensure proper functioning of electricity, water and broadband installation of the Fund administrative building</li> <li>▪ Ensures cleanliness of the Fund's offices and surroundings and the maintenance of laws.</li> <li>▪ Ensures security of the Fund's offices and property.</li> <li>▪ Ensure smooth and orderly supply of refreshments, office stationery and materials to members of staff.</li> </ul>
Transport Coordination	<ul style="list-style-type: none"> <li>▪ Identify logistics needs through consultation of the Fund's different departments/divisions and projects.</li> <li>▪ Record keeping of all transport related documents e.g. requisition forms from staff etc</li> <li>▪ Ensure proper allocation of Vehicle to facilitate Staff movement</li> </ul>
<b>Job Specifications/Profile</b>	
<b>Relevant Qualifications</b>	
A Bachelor's degree in either Business Administration, Accounting, Management, Supply Chain Management, Administrative Sciences, Procurement, or Public Administration.	
<b>Required Experience</b>	
At least 2-3 years relevant working experience in a similar function.	
<b>Required Competencies</b>	

- Proven experience in Stock Management and Logistic operations.
- Knowledge of supply chain management.
- Strong organizational and interpersonal skills.
- Computer literate with good knowledge of MS Office (Word, Excel, Access, Microsoft Project, Power Point) in relation to Stock Management and Logistic operations.
- High level of discretion in dealing with confidential, critical and highly sensitive situations within the organization and externally.
- Strong written and verbal communication skills.