

<b>Job Title</b>	<b>Stores Clerk</b>
<b>PUB Grade</b>	7.1
<b>Commercial Organisation</b>	The Public Utilities Board (PUB) in Kiribati is a State-Owned Enterprise and operates as a company with a mandate to control, plan and operate generation, distribution, retail of power, treat, distribute and retail potable water and to collect, treat and dispose of sewerage within PUB's prescribed designated area of South Tarawa. The PUB operational functions are provided through power and water engineering divisions, with support from the engineering planning and compliance unit and corporate service functions. The PUB is responsible for providing safe, reliable and affordable power, water and wastewater services for South Tarawa with a population estimated to be over 68,000. The PUB is a well-established utility with a number of large-scale energy, water and sanitation projects under development and implementation.
<b>Departmental Structure</b>	<p>This position is located in the Accounts Section of the Accounts Department structured as follows:</p> <pre> graph TD     CEO[Chief Executive Officer] --&gt; GM[General Manager, Finance]     GM --&gt; FC[Financial Controller]     GM --&gt; MFSI[Manager, Finance Information Systems]     FC --&gt; AS[Accounting Supervisor]     AS --&gt; APA[Accounts Payable Analyst]     AS --&gt; ARA[Accounts Receivable Analyst]     APA --&gt; AO1[Accounting Officer]     ARA --&gt; AO2[Accounting Officer]     MFSI --&gt; LA[Logistics Analyst]     LA --&gt; SC1[Stores Clerk]     LA --&gt; SC2[Stores Clerk] </pre>
<b>The Job</b>	The Stores Clerk is responsible for the comprehensive management of inventory within the organization. This includes receiving, inspecting, and recording all incoming deliveries, ensuring quality, quantity, and adherence to purchase orders. The role involves maintaining accurate stock records, issuing materials to various departments, and ensuring the secure and organized storage of all items. The Stores Clerk actively monitors stock levels, identifies discrepancies, and coordinates with procurement for timely replenishment. They also play a key role in inventory control processes, including segregation of damaged or obsolete stock, supporting audits, and managing specific inventory types like fuel, utilizing systems such as NetSuite. This position requires strong organizational skills, attention to detail, and effective communication to ensure smooth inventory operations and support overall business efficiency
<b>Supervisor</b>	Logistic Analyst
<b>Management Accountability</b>	<ul style="list-style-type: none"> <li>Efficiently manage all incoming deliveries by receiving, inspecting for quality and quantity, and accurately matching them against purchase orders to prevent discrepancies.</li> <li>Maintain precise inventory records by diligently recording all stock received and updating system or ledger entries to ensure real-time accuracy of stock levels.</li> <li>Ensure the timely and accurate issuance of materials, tools, or products to staff and departments based on approved requisition forms, facilitating uninterrupted operations.</li> <li>Proactively monitor and reconcile stock levels, identify and segregate damaged, expired, or obsolete items, and generate comprehensive status reports for management to inform decision-making.</li> <li>Collaborate effectively with procurement/purchasing to coordinate restocking of frequently used items, minimizing stockouts and optimizing inventory flow.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support robust inventory control by assisting in the review of inventory policies and actively participating in internal and external stock verification audits.</li> </ul>
<b>Responsibilities and Duties</b>	<ul style="list-style-type: none"> <li>• Receive and inspect deliveries (check quality, quantity, and match purchase orders.)</li> <li>• Record all stock received and issued in the system or stock ledger.</li> <li>• Issue materials, tools, or products to staff/departments as per requisition forms.</li> <li>• Update inventory records immediately after transactions.</li> <li>• Organize and arrange stock neatly for accessibility and safety.</li> <li>• Monitor stock levels and inform the supervisor of shortages or urgent needs.</li> <li>• Conduct routine stock checks and reconcile with records.</li> <li>• Prepare a short stock status report for the supervisor/management.</li> <li>• Segregate damaged, expired or slow-moving items and report them to the supervisor.</li> <li>• Coordinate with procurement/purchasing for restocking of frequently used items.</li> <li>• Review and update store documents (delivery notes, issue, vouchers, requisitions forms).</li> <li>• Ensure safety measures are in place (fire extinguishers, clear aisles, proper labeling)</li> <li>• Participate in detailed stocktaking or cycle counts.</li> <li>• Generate monthly stock reports highlighting usage, shortages, or excess.</li> <li>• Assist in reviewing inventory policies (reorder levels, minimum stock)</li> <li>• Identify obsolete, slow-moving, or surplus stock for disposal or reallocation.</li> <li>• Support internal and external auditors during stock verification.</li> <li>• Assist in managing store inventories and keeping up-to-date daily record of inventory. This includes receiving generators fuel delivered from KOIL to PUB</li> <li>• Ensure store warehouse is secure, well clean and organized.</li> <li>• Receive and issue stock on NetSuite. Ensure supporting document is attached.</li> <li>• Assists in processing PR on NetSuite</li> <li>• Contacting suppliers if there is any shortage of items received or follow up on ETA and shipping arrangements.</li> <li>• Any other tasks assigned by Store Supervisor.</li> </ul>
<b>Selection Criteria</b>	<p><b>Qualifications and Experience:</b></p> <ul style="list-style-type: none"> <li>• Form 7 Certificate or Form 6 Certificate with 2 years of experience in Manager, Finance Information System role</li> <li>• Successful experience in managing information, preparing reports from NetSuite and the said system maintenance.</li> <li>• Maintains modern professional knowledge of relevance</li> <li>• A valid driving license</li> </ul> <p><b>Personal Capacity and Attributes:</b></p> <ul style="list-style-type: none"> <li>• Proficient in Excel and NetSuite System.</li> <li>• Service orientation</li> <li>• Good written and verbal communication skills.</li> <li>• Good interpersonal and relationship-building skills</li> <li>• High level of integrity and professionalism</li> <li>• Demonstrated ability to work independently and as part of a team</li> </ul>