



Date: 21st July 2025

External Job Advertisement (To the general Public)

Uganda Post Limited (T/A) Posta Uganda is inviting qualified persons who meet the stated minimum requirements to apply for the vacancies that exist within the Company. Interested candidates should send their application letter and attach certified copies of academic transcripts and certificates as well as a detailed CV to reach the address below not later than **4th August 2025**.

The Head, Department of Human Resource and Administration,

Posta Uganda

P.O Box 7106

Kampala

Please Note:

1. Applications received after the deadline will not be considered.
2. Candidates who do not receive feedback within a month from the deadline should consider their applications unsuccessful.
3. Posta Uganda is an equal opportunity employer. Women are particularly encouraged to apply.
4. Any form of lobbying or canvassing for appointment shall lead to automatic disqualification.
5. Candidates shall be required, among others, to present the following:
 - ☐ Endorsement Letter duly stamped by their Local Council 1 Chairperson
 - ☐ Three Reference Letters.
6. Prior to appointment on the job, Posta Uganda shall carry out independent reference checks for all the documentation mentioned above.



7. Applicants MUST indicate the position applied for on the top right-hand corner of the envelope in which the application is enclosed.
8. All Mail Handler job applicants MUST indicate the stations to which they prefer being deployed, as failure to do so will lead to automatic disqualification of the candidate.

Job Title:	Stores Assistant (01 position)
Duty Station	GPO
Level:	Five (05)
Reports to:	Manager Finance.

PURPOSE OF THE JOB

To support the effective and efficient management of the organization's inventory by assisting in the receipt, storage, issuance, and proper documentation of all store transactions.

DUTIES AND RESPONSIBILITIES

1. Receive, inspect, and record all incoming materials and supplies.
2. Ensure all received goods match purchase orders and delivery notes.
3. Maintain updated inventory records in the system and ensure physical counts match system balances.
4. Organize and store items in designated storage areas for easy retrieval and stock rotation.
5. Issue goods to departments as requested and properly document transactions.
6. Assist in regular stocktaking and prepare stock reports.
7. Ensure cleanliness, safety, and security of the store and items stored.
8. Report stock discrepancies or damaged goods to the Supervisor.
9. Assist in reordering items when stock levels fall below minimum thresholds.
10. Support audits and inspections by availing required documentation and explaining procedures.



11. Perform any other duties as may be assigned by the Supervisor.

KEY PERFORMANCE INDICATORS

- i. Inventory accuracy rate
- ii. Timeliness of stock issuance.
- iii. Stock reconciliation frequency
- iv. Stock damage/loss rate
- v. Cleanliness or orderliness of stores
- vi. Documentation accuracy
- vii. Compliance with stores procedures

PERSONAL SPECIFICATIONS

Minimum Qualifications

An Honors Bachelor's degree in Stores Management, Procurement and Logistics or Business Administration or Management majoring in Stores Management or Procurement and Logistics.

Work experience

At least three (03) years of working experience in inventory or stores management.

Competences

- a. Sound knowledge of stores management procedures
- b. Good customer care
- c. Good communication
- d. Technology proficiency