



**BUNYORE TEACHERS TRAINING COLLEGE**  
**P.O. BOX 419-50300, MARAGOLI**  
**Email: bunyorettc@gmail.com**  
**Tel. 0113829695**

***Vision: Centre for provision of quality Teacher Education and Training***

**ADVERT NO. BTTC/HR/STOREKEEPER/01/2025-2026 - (ONE) POST**

The Board of Management, Bunyore Teachers Training College, is seeking to recruit dedicated Store Keeper to efficiently manage our store operations.

**Key qualifications and Skills**

- Diploma in Procurement and Supply Chain Management
- KISM membership
- At least two (2) years' experience as a storekeeper
- Proficiency in Microsoft Office.
- Good communication and interpersonal skills.
- Ability to work under minimal supervision and be a good team player.
- Strong organizational, time-management, and multitasking skills.
- Excellent attention to detail and accuracy.

**Duties And Responsibilities**

- Receive, inspect, and verify deliveries (quantity, quality, specifications and price) against orders.
- Issue items strictly based on approved/authorized requisitions.
- Maintain accurate stock records.
- Organize, clean, and secure the store area.
- Coordinate store, document stores transactions.
- Oversee storage of surplus inventory and property
- Prepare and dispatch LPO's.
- Record and maintain proper filing of Local Purchase Orders.
- Maintain complete knowledge of and comply with all departmental policies/service procedures/standards.
- Resolve discrepancies noted in received goods immediately.
- Ensure all invoices are stamped and dated with the appropriate receiving stamp upon deliveries.
- Conduct spot checks and advises the procurement department on minimum, re-order and maximum levels.
- Participating in conducting and preparation of weekly / monthly stock taking, stock reports and reconciliation; including variance stock reports and advice management.

**How to Apply:**

Interested and qualified candidates are invited to submit their written applications accompanied with a detailed CV and copies of the relevant certificates/testimonials by 26<sup>th</sup> January, 2026 to:

**THE SECRETARY BOARD OF MANAGEMENT,**  
**BUNYORE TEACHERS TRAINING COLLEGE,**  
**P.O. BOX 419-50300,**  
**MARAGOLI.**  
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