



JOB OPPORTUNITIES

The Lutheran World Federation (LWF) Uganda is part of the Lutheran World Federation Department for World Service (LWF-DWS), an international humanitarian and development agency. LWF World Service partners include Lutheran Churches and their related agencies, the European Commission (ECHO), the US Government (BPRM) and UNHCR among others, with whom LWF World Service is a key implementing partner. For more information about LWF World Service, please check; <https://www.lutheranworld.org>

LWF-Uganda also has a successful track record responding to refugees in Uganda. It currently supports Congolese and South-Sudanese refugees living in settlements in the districts of Kamwenge, Adjumani, Moyo, Hoima and Lamwo. For more information about LWF-Uganda, please visit; uganda.lutheranworld.org.

LWF Uganda is looking for mature, qualified and experienced persons for the following positions:

Job Title: Logistics/Assets Clerk (1 Position)

Duty Station: Kampala Head Office

Reports To: Logistics Manager

Duties and Responsibilities:

- Enter data, record, keep up to date and maintain inventory accountability and control of all the Fixed and Non-Fixed Assets in the LWF Uganda Asset Register;
- Maintain the Asset Register up to date, both in soft and hard copy;
- Assist with ensuring the integrity of the Register, in conjunction with the Finance team;
- Monitor the Assets control system which includes moving, returning, issuing and update the Assets Register accordingly;
- Keeps up to date records of all lost, stolen and damaged Assets and report them on monthly basis to the Head of Department;

- Assist and coordinates activities and Assets movement and management for disposal, surplus, storage or salvage;
- Plan, organize and implement physical count of all LWF Uganda Fixed and Non Fixed Assets offices (Kampala and Sub Programs locations) on regular basis;
- Find and generate a report on any discrepancies identified during physical count;
- Print and prepare bar-code and tag number for new purchased Assets and damaged bar-code as necessary;
- Assist Store Manager on his/her daily activities (Kampala and Sub Programs locations);
- Arrange and organize hard copies of Asset information;
- Provides necessary inventory reports whenever required by relevant personnel and for audit purposes;
- Weekly and monthly update report of Asset Register;
- Generate monthly damaged and lost Assets report;
- Provide list of disposal Assets ready for auction;
- Provide report on final physical count and report any discrepancies on time;
- Provide information to relevant personnel for Investigation and act on matters related to compliance, including the review of documents and other information that is relevant to compliance activities;
- To perform any other duties as assigned by the Logistics Manager.

Education, Knowledge & Experience

- Completion of Secondary Education is required;
- Bachelor's degree in IT, Supply Chain Management or Administration is highly preferable;
- Experience in Information Technology (MS Office, Internet, Accounting Software) is required;
- Responsible experience in procurement and logistics support;
- Excellent Information Technology Skills (Word, Excel, Access, PowerPoint);

- Practical knowledge of accounting software will be a distinct advantage (particularly SAGE);
- Problem Solving and Decision Making skills;
- Excellent English Language (both written and spoken);
- Ability to work under pressure to meet tight deadlines;
- Good team player;
- Empathy with LWF's vision, mission, goal and objectives.

How to apply:

Interested applicants should submit an application letter together with curriculum vitae, copies of academic documents/transcripts, names and contact details of three referees to the undersigned by email via recruitment@lwf.or.ug

Hand delivered applications can also be sent to our Offices in Kampala. Please indicate the position you have applied for on the top of the parcel addressed to:

**The Human Resource Manager
Lutheran World Federation
Plot 1401, Ggaba, Road after the American Embassy
P. O. Box 5827
Kampala, Uganda.**

Deadline for receiving applications is **Friday 27th July 2018**