

**ROYAL GOVERNMENT OF BHUTAN**  
**ROYAL UNIVERSITY OF BHUTAN**  
**POSITION PROFILE**

**1. JOB IDENTIFICATION**

**1.1 Position Title: Store Keeper**

**1.2 Position Level: 13**

**1.3 Occupational Group: Administration & Technical**

**1.6 College/OVC: College of Natural Resources**

**2. MAIN PURPOSE OF THE POSITION:**

Performs routine duties, which supports Administrative Services such as keeping the records of the stock received and issued, taking care of the College properties, helping to do the inventory of the College properties and able to perform any ad-hoc work being handed applying standard College policies and procedures to daily work.

**3. GENERAL ROLES AND RESPONSIBILITIES: *(Use Representative Work Activities as provided in Position Directory)***

- i. Receive supplies of materials, store properly and issue to the users;

- ii. Maintain accurate records of the materials and carry out annual stock inventory;
- iii. Ensure minimum damage to the materials;
- iv. Plan distribution & stock rotation;
- v. Coordinate with procurement section and user agencies; and
- vi. Carry out any other task that may be assigned from time to time.

**4. SPECIFIC ROLES AND RESPONSIBILITIES:** *(Provide list other specific task that is not covered by the Representative Work Activities and list of modules to be taught in the given programme in the case of academics)*

- i. Maintain the proper record of the stock received
- ii. keep the record of the stock balance and issued
- iii. To provide the store services on time
- iv. To assist the procurement services
- v. To keep the store clean
- vi. To keep the record of the surrendered items
- vii. Perform any duties assigned

**5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS** *(Use KSA and Position Profile Matrix in Position Directory as a guide):*

**5.1 Education** *(Use Position Profile Matrix): Class 12*

**5.2 Experience** *(Use Position Profile Matrix): Preferences will be given to those with relevant work experience while short listing.*

**5.2 Knowledge Skills and Abilities** *(Use KSA in Position Directory):*

- a) Must have positive attitude
- b) Must be hardworking, sincere and punctual
- c) Must have the curiosity to learn new things
- d) Working knowledge of MS office, MS Excel and Tally
- e) Ability to organize information and maintain up-to-date information for administrative and management purposes.
- f) Must have planning, organizing, leadership skills and roles and spirit to work in team

- g) Good Communication Skills in written as well as spoken at least in Dzongkha and English
- h) Knowledge of rules and regulations pertaining to the area of work
- i) Ability to work during odd hours and able to handle matters in short notice