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| GPL-HRD-001/19 (M) | OUTPUT FOCUS JOB DESCRIPTION | | INVENTORY ACCOUNTING DEPARTMENT |
| Position: Supply Chain Manager - Inventory | Grade: SM | Incumbent: | Reports To: Deputy Chief Executive Officer – Support Services |
| Manages: Inventory Officers and Administrative Assistant | | | |

JOB PURPOSE: Implement and deploy measures to maintain an optimum supply of inventory at all times.

KEY OUTPUTS:

- Occupational Safety and Health reports
- ISO records/ reports.
- Updated Min-Max Report
- Fuel Projections
- Daily Fuel Report
- Performance Plan
- Budget
- Staff Change Requisitions
- Inventory Management Plan

KEY RESPONSIBILITY AREAS:

1. Comply with and enforce all procedures and regulations of Guyana Power and Light related to Key Responsibility areas.
2. Analyze data to anticipate future Inventory requirements.
3. Perform verification checks at storage facilities to ensure items are stored in keeping with manufacturers' recommendations and/or prudent best practices.
4. Develop and Implement measures to achieve an optimum quantity of Inventory at all times.
5. Manage resources/ tasks effectively and efficiently to achieve all Key Performance Indicators and where necessary make and/or recommend any resource change.
6. Prepare Inventory Management Plan and Fuel Projections in consultation with user Departments.
7. Prepare and submit daily fuel report and monthly reports to the Deputy Chief Executive Officer – Support Services.
8. Prepare and submit the Department's Annual Budget and monitor any variances.
9. Communicate with user Departments on matters relating to Inventory Management.
10. Prepare and adopt adequate Performance Plans in line with the Corporate Strategic Plan.
11. Orient, mentor and coach subordinate staff in keeping with their Performance Plan and Core Competencies as outlined in their Job Description.
12. Perform other duties that may be assigned to you within the scope of your employment, from an Authorized Officer.

Required Competencies

| Core/ Leadership | Skill Level & Importance | | Description/Behaviors |
|---|-------------------------------------|---|---|
| Financial Responsibility & Value Creation | 3 | H | <ul style="list-style-type: none"> ➤ Applies sound principles of financial and business management to identify and quantify potential risks and returns of options being evaluated. ➤ Understands and communicates the implications of business decisions on the “bottom line”. ➤ Develops accurate financial plans and budgets. ➤ Uses business case analysis modes to evaluate alternatives. ➤ Relates plans and estimates to operating and capital budget. ➤ Regularly evaluates work unit efficiency using financial indicators. |
| Communication | 2 | M | <ul style="list-style-type: none"> ➤ Elicits ideas, comments or feedback on what has been said. ➤ Ask questions to clarify and confirm information to ensure common understanding. ➤ Recognizes others immediate feelings and emotions and responds in ways that communicates clear understanding. ➤ Listens responsively and takes actions to persuade. |
| Leading and Developing others | 3 | H | <ul style="list-style-type: none"> ➤ Sets strong example through own behavior. ➤ Encourages an environment that fosters mutual support. ➤ Gives specific feedback and expresses future expectations for future performance. ➤ Encourages and acts upon feedback to self. ➤ Provides guidance, counsel, direction and assistance to employees ➤ Provides challenging assignments and specific opportunities to broaden employees’ skills and experiences. |
| Results Oriented and Project Management | 2 | H | <ul style="list-style-type: none"> ➤ Is persistent in achieving improved results. ➤ Measures progress against targets. ➤ Seeks to understand reasons for obstacles and to find innovative ways to overcome. ➤ Acknowledges the work and contribution of others ➤ Modifies behavior to fit the situation. |
| Vision and Strategic Thinking | 3 | H | <ul style="list-style-type: none"> ➤ Works with teams to set programs, operational goals and plans in keeping with the strategic direction, standards and code of ethics. ➤ Develops an in-depth understanding of the Corporate Strategic Plan and explores the implications with staff. ➤ Monitors commitment and enthusiasm and responds appropriately. ➤ Foresees obstacles and opportunities and acts accordingly. ➤ Involves others in understanding the group’s role in realizing the corporate vision and celebrates the group’s contribution to the shared vision. |
| Safety | 2 | L | <ul style="list-style-type: none"> ➤ Proactively thinks about his/her safety and the safety of others. ➤ Keeps personal and group safety on employee’s minds at all times. ➤ Adheres to high personal standards of safety. ➤ Reports and/or corrects unsafe work conditions. ➤ Takes action to correct unsafe work habits. |

Technical/ Functional Competencies

| Technical/Functional | Skill Level B, W, A,E | 1,2,3,4 |
|--|----------------------------------|----------------|
| Knowledge of Accounting Principles and Practices relating to Inventory Management | A | 2 |
| Knowledge of Inventory Management Software | W | 2 |
| Conversant with the Standard Terms and Conditions of Electric Services, Electricity Sector Reform Act, GPL’s License | W | 1 |
| Knowledge of Microsoft Excel | A | 2 |

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Bachelor of Social Science Degree in Business Management/Accounting with at least five (5) years' experience in a similar Management role within a commercial environment.

OR

2. ACCA with at least three (3) years' experience in a similar Management role within a commercial environment.

OR

3. Ten (10) years' experience in a similar management role within a commercial environment.

Legend:

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|--------------------------|--|
| H: | High Requirement. Required performance could not be achieved without demonstration of this competency. |
| M: | Medium Requirement. Required performance would be difficult to attain without demonstration of this competency. |
| L: | Low Requirement. Required performance is not dependent on demonstration of this competency. |
| I,II,III,I V: | The skill level required for effective performance. Skill levels are defined in the Competency Model |
| * | If a formal leader, all leadership competencies will apply. A formal leader is primarily responsible for the leadership and/or supervision of others. Duties are generally different than the duties of the others in the group. |
| B: | Basic – Brief, general familiarity. Understanding of where knowledge can be applied, but limited on-the-job application. |
| W: | Working – Detailed familiarity and understanding. Proficient in applying the knowledge and skills for regular job requirements. |
| A: | Advanced – Comprehensive understanding (in-depth familiarity with fine points). Able to handle complex or non-routine applications. |
| E: | Expert – Comprehensive and conceptual understanding. Expert, “go to” resource, can handle highly complex problems or situations. |

This document is validated as an accurate and true description of the job as signified above.

Employee Sign Date

Supervisor Sign Date

Head of Department/Division Sign Date

Date received in Human Resource Division

Date Created/revised