



Role Description

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Position: Stock/Inventory Officer

Reports to	Laboratory Manager and Section OIC where that exists
Estimated time requirements ¹	0.2 FTE (1 day per week) for CPHL and PMGH and NAHFTL sites 0.1 FTE (4 hours per week) for each of Hagen, Goroka, Nonga and ANGAU and Lae AH Facility sites
Qualifications and experience	Degree in Medical Laboratory Technology or Applied Science or with equivalent education/work experience Minimum of 3-5 years laboratory experience Registration with the Medical Board (HH positions only)
Overview This person, an existing staff member, is appointed to the role by the Laboratory Manager to be responsible for stock and inventory management. The position has no supervisory responsibility.	
Responsibilities This person is responsible for monitoring stocks and keeping the stock inventory up to date. His/her tasks include: <ul style="list-style-type: none">- Supervise checking and unpacking of newly arrived reagents and supplies- Inform relevant staff members that goods have arrived - Keeping the stock room clean and orderly- Ensure that stock is rotated to ensure that older stock is used first- Doing a monthly stocktake to update the stock register- Notify the lab. manager when orders for new supplies and reagents are necessary- Placing orders for new supplies and reagents when necessary and forwarding it to the Laboratory Manager in accordance with procurement policies- Responsible for disposal of expired stock (check first with manager before acting)	
Other requirements	Regular attendance is required
References	https://extranet.who.int/lqsi/content/appoint-staff-member-who-responsible-monitoring-stocks-and-ordering-supplies-and-reagents Laboratory Quality Management overview G 10 Info 1 A

Amendment 19/8/22: responsibility for stock rotation and out of date disposal included.

¹ **Important note:** the time allocated to this role will vary according to the laboratory location and size and agreed inventory management tasks. Local hospital and Laboratory management are to approve significant portions of time that are required for the role. No additional staff establishment is provided for these duties at this stage of the program.