

JOB DESCRIPTION

Position of Employment:	Farm stores office
Reporting to:	Head of Procurement/General Manager
Cover in Case of Absence:	Field Operations Coordinator
Date of Commencement:	September 2026
Department:	Supply Chain & Logistics
Location of employment:	TRSC Farm in Bura, Tana River County.
Job Reference No.	TRSC/SCL/FSO/2026

Job Purpose

The Farm Stores Officer is responsible for the efficient management, control, and accountability of all farm inventories, including agricultural inputs, irrigation materials, engineering spares, fuel and lubricants, tools, personal protective equipment (PPE), chemicals, fertilizers, harvested materials, and general consumables. The role ensures accurate stock management, timely issuance of materials, proper storage practices, inventory optimization, and compliance with Company policies, financial controls, and health, safety, and environmental (HSE) requirements to support uninterrupted farm operations.

Principal Accountabilities:

- 1. Inventory Management & Stock Control:** Receive, inspect, record, store, issue, and monitor all farm inventory in accordance with approved procedures while maintaining optimum stock levels, ensuring stock accuracy, preventing stock losses, and safeguarding Company assets through effective inventory control systems.
- 2. Goods Receiving & Inspection:** Verify all incoming deliveries against purchase orders, delivery notes, and technical specifications by conducting quantity and quality inspections, documenting discrepancies, coordinating with Procurement and user departments, and ensuring only approved materials are accepted into the stores.
- 3. Materials Issuance & Distribution:** Issue agricultural inputs, engineering spares, irrigation materials, fuel, tools, PPE, chemicals, fertilizers, and general consumables to authorized users against approved requisitions while maintaining complete issuance records and ensuring timely availability of materials to support operational activities.
- 4. Stock Monitoring & Replenishment:** Continuously monitor inventory levels, establish minimum and maximum stock levels, identify slow-moving, obsolete, and fast-moving items, prepare replenishment reports, and initiate timely stock re-order recommendations to prevent stock-outs and operational interruptions.
- 5. Storekeeping & Warehouse Management:** Maintain orderly, clean, secure, and well-organized stores through proper shelving, labelling, stacking, stock rotation (FIFO/FEFO where applicable), housekeeping, and storage practices that preserve the quality and integrity of all inventory items.

6. **Inventory Verification & Reporting:** Conduct routine stock counts, cycle counts, and periodic physical inventory verification, investigate stock variances, reconcile inventory records, prepare stock reports, and provide accurate inventory information to management for operational and financial decision-making.
7. **Documentation & Systems Management:** Maintain accurate stores records including Goods Received Notes (GRNs), Stores Requisition Vouchers (SRVs), bin cards, stock registers, inventory ledgers, stock adjustment records, disposal records, and computerized inventory management systems while ensuring complete audit trails.
8. **Health, Safety & Environmental (HSE) Compliance:** Ensure safe storage and handling of fertilizers, pesticides, chemicals, fuel, lubricants, and other hazardous materials by enforcing PPE usage, maintaining appropriate safety signage, complying with Material Safety Data Sheets (MSDS), supporting fire prevention measures, and ensuring environmentally responsible waste management and disposal practices.

Key Performance Indicators (KPIs)

1. **Inventory Accuracy:** Maintain a minimum 98% inventory record accuracy between physical stock and inventory management records.
2. **Stock Availability:** Maintain 95% or higher availability of critical farm inputs and operational materials with minimal stock-out occurrences.
3. **Goods Receiving Accuracy:** Ensure 100% verification and recording of all received materials before acceptance into stores.
4. **Materials Issuance Efficiency:** Process and issue 95% of approved material requisitions within established service timelines.
5. **Stock Variance Control:** Maintain inventory variances below 1% during periodic stock verification exercises.
6. **Inventory Reporting:** Ensure 100% timely submission of daily, weekly, monthly, and annual inventory reports and stock reconciliation reports.
7. **Housekeeping & Storage Compliance:** Maintain 100% compliance with approved warehouse organization, housekeeping, storage standards, and stock preservation practices.
8. **Audit Compliance:** Successfully support all internal and external audits with zero major audit findings relating to stores management and inventory control.
9. **Health, Safety & Environmental Compliance:** Maintain zero Lost Time Injuries (LTI) within the stores function and achieve 100% compliance with PPE usage, safe chemical storage requirements, fire safety procedures, and environmental regulations.
10. **Inventory Loss Prevention:** Maintain zero avoidable inventory losses arising from theft, damage, expiry, deterioration, or poor storage practices.
11. **Continuous Improvement:** Implement at least three (3) inventory management or warehouse improvement initiatives annually that improve efficiency, reduce waste, strengthen internal controls, or optimize stock management.

Required Qualifications & Experience

1. **Education:** Diploma or Bachelor's Degree in Supply Chain Management, Quantity Surveying, Construction Management, Procurement and Logistics, Stores Management, Business Administration, Warehouse Management, Inventory Management, or a closely related field. Professional qualifications such as CIPS, KISM, CPSP-K, or equivalent will be an added advantage. Qualifications in Quantity Surveying or Construction Management are particularly preferred, given the significant volume of engineering spares, construction materials, and infrastructure-related inventory handled within the stores function.

2. **Experience:** Minimum of three (3) years' practical experience in stores management, warehouse operations, inventory control, or supply chain management, preferably within agriculture, manufacturing, sugar, irrigation, construction, or agro-processing industries. Experience managing agricultural inputs and engineering works & stores will be highly desirable.
3. **Technical Skills:** Sound knowledge of inventory management systems, warehouse operations, stock control procedures, stores documentation, procurement processes, inventory reconciliation, ERP or computerized inventory systems, Microsoft Office applications (particularly Excel), stock forecasting, warehouse safety practices, and handling of agricultural chemicals and hazardous materials.
4. **Behavioural Competencies:** High integrity and accountability, strong organizational and planning skills, excellent attention to detail, analytical and problem-solving ability, effective communication and interpersonal skills, teamwork, customer service orientation, time management, adaptability, ability to work under pressure, and commitment to continuous improvement and operational excellence.
5. **Additional Requirements:** Willingness to reside and work at TRSC Farm in Bura, Tana River County; flexibility to work extended hours during peak farming and harvesting seasons; physical ability to work within warehouse and outdoor farm environments; commitment to maintaining high standards of inventory accuracy, safety, accountability, and environmental compliance.

