

# Watoto

## JOB OPPORTUNITY

**Job Title:** Stores Assistant  
**Organisation:** Watoto Child Care Ministries  
**Duty Station:** Watoto Children's Village, Bbira

**Watoto Church Ministries has experienced exponential growth in the past couple of years, composed of multiple Celebration Centres (Campuses) and diverse Community care initiatives that include Child Care, Neighborhood, Education, and FM Radio, amongst others.**

**Watoto Child Care Ministries exists to empower vulnerable women and children through Christ-centred, holistic care for community transformation. At its core, Watoto Church Ministries remains a local church, committed to Celebrating Christ and Caring for Community.**

### **Job Purpose:**

We are seeking to recruit a Stores Assistant to deliver exceptional service, provide best practices in inventory control, storage management, coordination and analysis of data and timely dispatch of supplies to support the Education and sports department.

### **Key Duties and Responsibilities.**

- Receive, store, and dispatch supplies; maintain stock records; conduct stock checks; and ensure proper labelling and organisation.
- Support procurement processes, follow up with suppliers, coordinate deliveries, and assist with transport planning.
- Inspect goods for quality and accuracy; prepare, batch, and pack items for timely dispatch.
- Plan, coordinate and manage procurement as per set schedules and address any raised issues in a timely manner.
- Maintain a clean, organised store; ensure proper handling of supplies; and keep equipment records updated.
- Prepare inventory reports, update stock records, and coordinate with suppliers and users.
- Ensure health, safety, cleanliness, and security in the store's environment.
- Train personnel according to established procedures and store management best practices.
- Manage inventory control processes in coordination with procurement, finance, and ministry teams
- Analyse inventory, procurement, and transactions and prepare required reports.
- Conduct stores quarterly checks, disposal of stock management, and generate monthly store reports.
- Ensure service and maintenance records for all equipment are up-to-date and well-maintained.

### **Qualifications, Skills and Experience.**

- The applicant for the role should hold at least a minimum of a Diploma in business administration, Economics, procurement, transport and logistics or any relevant discipline
- A minimum of three (3) years' working experience in a similar role in a school environment.
- Computer literacy in Microsoft applications.
- Must be willing to live up to organisational values, confident.
- Should be a good communicator, must have a high level of integrity, confidentiality, trust, good work ethics, and sound judgment.
- Commitment to work within a team environment and ability to work under minimal supervision.



**Watoto UGANDA**

### **Working at Watoto Child Care Ministries.**

Watoto is committed to safeguarding children and vulnerable adults, and all staff are expected to adhere to the safeguarding policy.

### **How to Apply.**

Suitably qualified and interested candidates can apply by following the procedures below.

1. Visit our website [www.watotochurch.com](http://www.watotochurch.com) **and navigate to join the team.**
2. Select **click here** to view the job details.
3. To apply, click the **Apply Here** button.
4. Complete the form and submit it once all sections have been filled out.

**Once you have completed the above step**, please email the following documents to [careers@watotochurch.com](mailto:careers@watotochurch.com): CV, academic documents, and a Church recommendation letter (**Subject Line: Job Title - First Name, Last Name**).

**Application deadline 24<sup>th</sup> May 2026.**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.**

*We are committed to equal employment opportunities.*

