

Watoto

JOB OPPORTUNITY

Job Title: Stores Clerk
Organization: Watoto Child Care Ministries
Department: Watoto Neighbourhood
Duty Station: Kampala and Gulu
Contract Type: Full-time Contract
Reports to: Centre Administrator

Watoto is a Christian childcare ministry committed to celebrating Christ and caring for vulnerable children and women in Uganda and South Sudan. Through childcare, education, discipleship, community development, and humanitarian initiatives, Watoto seeks to raise godly transformational leaders and restore hope to vulnerable communities.

Job Purpose.

To manage inventory, support in the production process, fulfill orders, and maintain accurate records of materials and finished products for timely reporting.

Key Responsibility Areas.

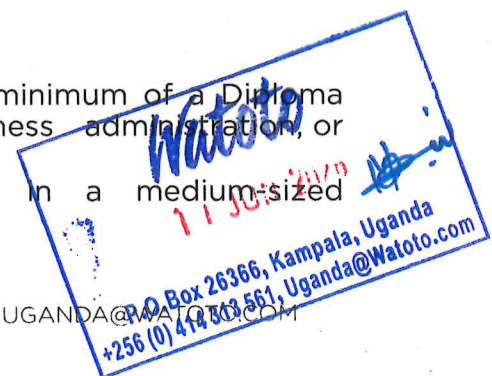
1. Monitor the stock levels and liaise with tailoring instructor, jewellery instructor and coordinator to guide the process of ordering and production.
2. Receive and file orders from line manager.
3. Verify if there are enough raw materials to fill the orders and guide the production process so that what is produced matches placed orders.
4. Spear head counting and packing of all merchandise leaving the workshop.
5. Prepare packing lists and ensure that the necessary signatures have been appended.
6. Inform and send a signed copy of the packing list to the administrator as soon as the products are taken.
7. Maintains a clean, clutter-free, and immaculately organised store.
8. Receive, count, record and store all finished products, raw materials and donations.
9. Keep an accurate record of all raw material and finished products received and taken from the store.
10. Conduct weekly stock take and send weekly inventory update reports to line manager.
11. Assist in the gift shop by monitoring stock levels and selling products when necessary.
12. Participate in sales whenever called upon.
13. Remit funds and account for all products sold to Production Supervisor.

Qualifications, Skills and Experience.

- The applicant for the role should hold at least a minimum of a Diploma in procurement and supplies management, business administration, or similar/relevant discipline.
- At least three (3) year's working experience in a medium-sized organization.

Watoto UGANDA

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- Proficiency in computer literacy in MS Office packages.
- Must be willing to live up to organisational values and possess strong work ethic.
- Ability to meet tight deadlines and possess People skills.
- Must be a team player, result-oriented, initiative-taking, and able to work with minimum supervision.
- A committed, consistent, and disciplined Christian who demonstrates spiritual maturity and active engagement in discipleship, aligned with Watoto values.

Working at Watoto 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 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: CV, academic documents, and a Church recommendation letter (**Subject Line: Job Title - First Name, Last Name**).

Application deadline 28th June 2026.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.

We are committed to equal employment opportunities.

