



## **CAREER OPPORTUNITY**

MSI Tanzania is gladly recruiting for the following new exciting position:

### **Stock Controller (1 Position) – Dar es Salaam**

MSI Tanzania, a Non-Governmental Organization, is a social enterprise and a leading provider of family planning, sexual and reproductive health care and allied services. MSI Tanzania is a partner of the Government of Tanzania and a member of the Marie Stopes International (MSI) Global Partnership, which operates in 36 countries worldwide. MSI Reproductive Choices is one of the world's leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose.

***Our organization is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.***

### **Job Summary:**

Reporting to the Finance Director, the Stock Controller will be responsible for ensuring effective management, accountability, and accuracy of all inventory and commodity movements across Marie Stopes Service delivery channels. This role will oversee inventory control systems, coordinate with procurement and clinical teams to align stock levels with operational needs, and ensure compliance with internal controls, donor, and regulatory standards.

The Stock Controller will play a key role in minimizing losses, preventing expiries, and maintaining real-time visibility of stock status to support uninterrupted service delivery and financial integrity across all Centers and Outreach operations.

### **Among the Key Responsibilities:**

#### **1: Inventory Control Systems Management**

- Develop the MST inventory Control strategy with the aim of controlling losses, generating savings, rationalizing inventory and maximizing proper utilization of essential commodities.
- Develop and maintain accurate written procedures for all main inventory control processes and function
- Develop work plan for regular stock check and counting.
- Inventory control system in place and utilized.

#### **2: Stock Control**

- Manage and maintain the MST's commodity inventory including stock profiles and stock location
- Provide guidance and work closely with Outreach Lead and Clinic Lead to ensure stock records are updated daily
- Maintain and regularly update the price list for all pharmaceutical items, including both purchased and donated stock, to ensure accurate inventory valuation and cost management.
- On monthly basis reconcile monthly stock status reports and stock utilization as documented by various data sources (including CLIC and Inflow systems), investigate any significant variances and recommend action to be taken.
- Prepare monthly commodity reconciliation report to be presented to the Executive Team.
- Review Inflow System to ascertain if all inventory orders and distribution are properly documented and follow up with Logistic officer in case of any discrepancies.
- Minimize overstocks and ensure centers and outreach team minimize expiries, damages and losses.
- Conduct regular monitoring and supervision visits to Centers and Outreach teams to review and ascertain if BIN/Stock card and sheets are updated regularly to reflect stock movement.

**‘We serve our clients with a smile☺, always’**



- Work closely with Finance team, Clinic Lead and Outreach to ensure stock check and stock account are conducted and share the stock report as per plan.
- Orient and coach Centre and Outreach staff on proper documentation and control of inventory.

### **3: Collaboration & Stakeholder Engagement**

- Work closely with Procurement team to align orders with stock needs and ensure timely supply.
- Collaborate with Finance team, Outreach Lead and Clinic Lead to validate stock usage and to ensure centers and outreach teams are conducting daily reconciliation to ensure drug usage, reported service and cash correspond.
- Work with Donors and regulators (to ensure compliance and transparency).

### **Minimum Qualifications:**

#### **Education and Experience:**

- Bachelor's degree in Accounting, Finance, Supply Chain Management, or a related field.
- CPA (T), ACCA, or equivalent professional certification.
- At least 3 years of working on Inventory Management or/and Accounting.
- Have a detailed understanding of inventory control / management systems.
- Possess excellent personal organization and business administration skills in accordance with modern best practice method.
- Knowledge or experience of donor-funded health programs.
- Experience in managing health commodities / medical supplies / pharmaceuticals (an added advantage)
- Training on Internal control systems is added advantage.

#### **Skills:**

- Strong computer literacy with ability to create working template (including advance skill on utilization of Excel and databases).
- Possess the ability to work confidently, productively, efficiently & effectively with initiative and drive under tight timescales and pressure whilst maintaining attention to detail and quality.
- Fluent English both oral and written.
- Strong analytical and problem-solving skills.

If you feel that you are able to meet the requirements and you are motivated enough to be part of the team, please send your applications including your curriculum vitae (CV) and a cover letter detailing your suitability and why you are interested in the post to the address below:

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E-mail : [jobs@mst.or.tz](mailto:jobs@mst.or.tz)

**Closing date:** All applications should reach the addressee before **Wednesday October 29, 2025. Only short-listed candidates will be contacted.**