Ministry: Ministry of Agro-Industry and Food Security

Post: Toolskeeper

Salary: Rs $10,425 \times 250 - 13,675 \times 300 - 15,475 \times 350 - 17,225 \times 450 - 17,675$

Effective Date: 29 July 2013

Qualifications: By selection from among employees on the permanent and pensionable establishment of the Ministry who reckon at least five years’ service and who—

(a) possess the Certificate of Primary Education;

(b) have a good knowledge of common items of tools in use in all stores of the Ministry; and

(c) have knowledge of simple stores procedures.

NOTE
In the absence of candidates possessing the qualification at (a) above, consideration will be given to those who show proof of being literate.

Duties:
1. To be in charge of the tools store of the Engineering Workshop.

2. To issue tools, as and when required, to workers and to keep a record thereof.

3. To ensure that tools issued are returned in clean and good condition to the store after use and to record such returns.

4. To carry out regular inventory of tools and equipment kept in the Workshop and the store and communicate to the head of section all cases of disappearance and shortages.

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5. To advise on unserviceable items requiring repair or servicing or disposal.

6. To clean the store and ensure proper maintenance of tools.

7. To take on charge new items of tools and equipment purchased.

8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Toolskeeper in the roles ascribed to him.