

ALL AFRICA CONFERENCE OF CHURCHES (AACC) VACANCY ANNOUNCEMENT

POSITION: HOTEL STOREKEEPER

REPORTING TO: HOTEL ACCOUNTANT

BACKGROUND:

The AACC is a fellowship of 213 Member Churches and Christian Councils in 43 African countries. The organization has its Secretariat in Nairobi, Kenya, a Regional Office in Lome, Togo and a Liaison Office to the African Union in Addis Ababa, Ethiopia.

The organization has a 100- room hotel with state of the art conference rooms, and gym. Management is looking for a self-motivated storekeeper to support in the efficient running of the hotel.

Job Purpose

The Storekeeper is responsible for the receiving, storage, control, issuance and accurate recording of hotel stock, including food and beverage, housekeeping supplies, engineering materials and general supplies. The role ensures stock availability while minimizing wastage, expiry, damage, theft and stock variances.

Key Responsibilities

- Receive and inspect deliveries against approved purchase orders and delivery documents.
- Verify quantities, quality, specifications, packaging, expiry dates and condition of goods.
- Prepare and maintain Goods Received Notes (GRNs) and other inventory documentation.
- Issue stock based on authorized requisitions to the various department applying the FIFO/FEFO principles and monitor expiry dates, damaged and slow-moving stock.
- Maintain accurate stock records, stock cards and inventory systems and monitoring stock movements.
- Conduct daily spot checks, cycle counts and monthly stock counts; investigate and report variances.
- Monitor minimum/maximum stock levels and promptly raise replenishment requirements in collaboration with Finance, Procurement and other departments on stock requirements.
- Maintain secure custody of hotel inventory and prevent unauthorized stock issues or losses.
- Maintain clean, organized and safe stores, ensuring compliance with hygiene, food safety and health & safety standards.
- Record and report damaged, expired, obsolete and wasted stock and support authorized disposal or supplier returns.
- Prepare regular stock status, variance and inventory reports for management.

Qualifications

- Diploma in Accounting, Cost Control, Procurement, Supply Chain, Inventory, Stores or related field.
- 2–3 years' relevant experience, preferably in hospitality/hotel operations.
- Good knowledge of stock receiving, issuing, storage, reconciliation and inventory control.
- Knowledge of FIFO/FEFO and expiry-date management.
- Strong numerical, record-keeping and documentation skills.
- Computer literate; experience with inventory/PMS systems is an advantage.
- Strong attention to detail, organization and integrity.
- Good communication and ability to work with Procurement, Finance and operational departments.
- Knowledge of hygiene, food safety and safe storage practices.

WORK STATION: AACC Desmond Tutu Conference Centre / Hotel, Nairobi - Kenya.

START DATE: 21ST SEPTEMBER, 2026.

DURATION OF EMPLOYMENT: One (1) year renewable based on satisfactory performance

APPLICATION:

1. Applications should be accompanied by:
 - a. A Cover Letter.
 - b. Detailed Curriculum Vitae including Names and Addresses of 3 (three) referees.
 - c. Certified copies of all qualifications.
 - d. Filled Job Application Form.
2. Interested candidates who meet the above criteria should send their applications to:

THE GENERAL SECRETARY

ALL AFRICA CONFERENCE OF CHURCHES

P.O BOX 14205 – 00800 WESTLANDS, NAIROBI KENYA

Or email to: hr-applications@aacc-ceta.org

SUBMISSION:

The deadline for submission is on **15th September, 2026**. Only short-listed applicants meeting the above requirements will be contacted.

SUB OFFICES:

African Union Liaison Office: Ledta Sub-City, Woreda 03,
Addis Ababa, Ethiopia
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