

## ABSTRACT

The study was based on the factors affecting effective application of store's procedures in Monduli District Council. The study had the following objectives namely; to examine the effect of staff training on efficient stores procedures application in Monduli District Council, to determine the effect of record management on efficient stores procedures application in Monduli District Council and to determine how information technology affects the application of stores procedures in Monduli District Council. This study was guided by adaptive structuration theory and scientific management theory. The study adopted the descriptive research design and the mixed approach. Data was collected from the questionnaires and interviews involving employees and procurement officers. A total sample of 36 respondents were used in this study. Findings revealed that inadequate knowledge of stores procedures due to lack of training and unethical practices in using stores procedures due to lack of training, unawareness of the stores procedures due to lack of training, reluctance in using stores procedures due to lack of training and negative attitude in using stores procedures due to lack of training were factors that affect the efficient stores procedures application in Monduli District Council. Findings indicated that poor records management system, poor record management creation, poor record management preserving, poor record retrieving and poor record management facilities affected the application of efficient stores procedures. More findings indicated that inadequate ICT experts, inadequate ICT facilities, poor ICT infrastructures, negative attitude on the adoption of ICT in stores and complicated ICT system were perceived as information technology aspects that affect the application of stores procedures in Monduli District Council. It was concluded that inadequate staff training affected the application of stores procedures because staff were not aware of the store procedures and others were reluctant in applying the stores procedures at Monduli District Council. Also record management system were ineffective thus affected the application of stores procedures. The ineffective record management system affected creating, preserving, retrieving and sharing of records among departments. The study also concluded that inadequate ICT experts, inadequate ICT facilities, poor ICT infrastructures to a large extent affected application of stores procedures at Monduli District Council. The study recommended that Monduli District Council should strengthen the records management system for effective application of store procedures. Further studies therefore can be done on the factors affecting effective application of store's procedures in other areas of Tanzania especially in private organizations.