

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Ocean Resources		
2. Position Title: Storeman	3. Salary Level: L19-18	4. Division: Coastal Fisheries Division
5. Reports to: Fisheries Officer	6. Direct Reports: Senior Fisheries Officer	
7. Primary Objective of the Position: Responsible for handling the material management responsibilities that include acquisition and recording of materials, tools, merchandise, items of the Coastal Fisheries Division and its proper distribution to staffs.		

8. Position Overview	
9. Financial: \$6,658.60 - \$7,503.60	10 Legal: Fisheries Act Coastal Fisheries Regulation Fisheries Management Plans National Condition of Service
11. Internal Stakeholders: - Director and staff of the Coastal Fisheries Division - Policy Development Division - Outer Island Fisheries Assistants - Administration - Account To be referred to Manager: - Activity plans and progressive report/update - Report any issues regarding office equipment/materials that require assistance and advice - Seek advice on what materials and equipment needs to be purchased	12. External Stakeholders: - Local and overseas suppliers (hardware, etc) - Shipping lines - Donors – through projects - Ministry of Internal Affairs - Ministry of Finance Economic Development - Outer Island Fishermen Cooperatives - Island Councils To be referred to Manager: - Seek quote on required office material and equipment - Seek advice on equipment specification

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Perform critical inventory tasks to ensure the correct amount of office stationeries, items and materials are in stock, distributed to staffs and well maintained	Procure and purchase required and appropriate office equipment and materials including stationery	Number of office equipment and materials purchased
	Receive, store and dispatch equipment/materials to staffs	All office equipment and materials are well stored and appropriately distributed to staffs
	Monitor distribution/movement of office equipment	All office equipment and materials are well monitored and managed
	Record office equipment levels and maintain records using manual or computerized systems	All office equipment and materials are procured on a timely manner and well recorded
	Draw up inventories	All required office equipment and materials are procured on a timely manner without complaint from staffs
	Check supplies against invoice and purchase orders	Appropriate equipment/materials are purchased from genuine suppliers
	Prepare and provide update/report on office equipment and materials	Number of reports provided to the Management Unit

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10. Key Challenges	11. Selection Criteria
• Be able to work smoothly with staff and casuals • Be able to foster work spirit of staff and casuals • Be realistic in applying recommended method to be used on the assigned tasks • Be accurate in carrying out the tasks in accordance with the set requirements	Qualification: Form 4 or Form 5 11.2 Key Attributes (Personal Qualities): 1. Knowledge - Customer and personal service - Supervision of items and stocks - English language - computer literacy - Team work - Proactive - Database management 2. Skills - Numeracy - Planning and time management ability - Good communication - Basic computer skills - Attention to detail and accuracy - Active listening - Monitoring and recording - Basic Microsoft office - Report writing 3. Attributes - Efficient and effective - Innovative - Creative - Approachable - Cooperative - Fair - Hardworking - Physically and mentally fit

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