FIJIAN ELECTIONS OFFICE

# JOB DESCRIPTION: STOREMAN

# CORPORATE INFORMATION

1. Position Level: Assistant (Ongoing (HQ) Position)
2. Salary Range: FJ$17,000 to FJ$27,000 per annum, full package.
3. Duty Station: Suva
4. Reporting Responsibilities:
5. **Reports to:** Manager Election Materials & Logistics
6. **Liaises with:** FEO staff
7. **Subordinates**: Nil

## POSITION PURPOSE

This position manages the assets and inventory in the warehouse. This person is responsible for undertaking regular stocktake to ensure stores under his/her control are properly authorized and recorded. The Storeman is also responsible for ensuring security for all items purchased and stored at the warehouse and facilitates procurement of all stores and assists audit in audit procedures. Keeps proper and accurate despatch records.

## KEY DUTIES

This position will achieve its purpose through the following key duties. Working with relevant FEO staff and service providers, in accordance with legislative requirements and the operational timing of the general/other elections and to meet operational/corporate needs of FEO:

1. Executes the receiving and dispatching of FEO assets.
2. Maintains effective asset control at all times
3. Uses an effective stock system to organize stock control
4. Review inventory, records and departmental uses of supplies in order to prevent over stocking of materials with a low turnover rate
5. Manage Stock re-order level in order to maintain or carry efficient stock
6. Updating Inventory management using implemented Financial software
7. Preparing stock requests and administers all paperwork as per defined procedures.
8. Keeps storeroom clean and tidy and ensures stock is stored in a clean and safe environment
9. Provide reports to the designated project manager on progress and any issues with the assigned duties.

## KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All assigned administration tasks in support of the designated Project, Ongoing, Operational, Strategic and Corporate Plan are completed in accordance with approved FEO policy and procedures within tight deadlines and of high quality standard.
2. All reports provided to the Manager Procurement as required.

## PERSON SPECIFICATION

The Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### Knowledge and Experience

1. At least 3 years experience as storeman and providing logistics support;
2. Understanding of the Fijian Constitution (2013) and applicable electoral laws of Fiji;
3. Understanding of teams and how to work effectively within a team environment;
4. Team player with ability to work under minimum supervision;
5. Experience using computer software for entering and maintaining of data.

## QUALIFICATION

Diploma in Warehouse / Inventory Management or any relevant field with experience in managing large warehouse. A valid driving license with group 6 license and Defensive Driving Certificate is mandatory.

### Skills and Abilities

1. Demonstrated ability to deliver logistics for large scale exercises to meet legislative requirements;
2. Ability to accept, understand and follow instructions regarding administrative work;
3. Demonstrated ability to work as part of a team and to follow instructions to meet tight and immovable deadlines;
4. Demonstrated ability to use computer software to achieve operational and corporate goals and to check and correct own and other’s work;
5. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
7. Ability to produce work of high quality standard and attention to detail and accuracy.

### Personal Character and Political Neutrality

All applicants for employment in the Fijian Elections Office (FEO) must be in sound health, with a clear police record and be politically neutral. The successful applicant will be required to provide a police clearance report.

The Fijian Elections Office (FEO) operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the FEO and cannot be considered for employment.