



Solomon Islands National University

Job Description

Title	Logistics & Clearance Officer
Incumbent Name	Vacant
School/Division	Finance Department
Grade/Band	Grade 3.1
Category	Logistics & Clearance
Reporting position	Procurement Officer
Direct Reports	Procurement Officer

Summary of Duties

Collection and delivery of goods and services with proper supporting documentation,
 Facilitate Custom, GST and foreign exchange clearance and overseas payment
 Collect and deliver cheques and daily banking of deposits
 Maintain vehicle log books, repairs & maintenance and renewal of licensing, inspection and insurance

Main Duties and Responsibilities

Key tasks	<p>Administration and Finance</p> <ul style="list-style-type: none"> Collection and delivery of goods and services and safe keeping of goods and services Proper documentation of goods and services are maintained and kept Facilitate customs and GST clearance, foreign exchange and overseas payment clearance Daily banking of deposits, processing of telegraphic transfers and collection of cheque books, deposit books and bank statements Annual renewal of vehicle licensing, inspection and insurance Maintain vehicle log sheets, refueling and repairs & maintenance services <p>Other</p> <ul style="list-style-type: none"> Other duties as required by Procurement Officers, Accounts Payable Officers and Accounts Receivable Officers
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Dimensions	<p>Problem solving and impact</p> <ul style="list-style-type: none"> To contribute to decisions related to logistics and clearance <p>Resource management</p> <ul style="list-style-type: none"> To provide appropriate monthly & quarterly reporting on logistics and clearance To advise the Procurement Officer on collection and delivery of good and services <p>Working Environment</p> <ul style="list-style-type: none"> To balance the competing pressures knowledge transfer, administrative demands and deadlines. To skillfully work cross divisions and functions in the logistics and clearance issues.
Measures of Effectiveness	<ul style="list-style-type: none"> Collection and delivery of good and services with proper documentations and safekeeping of goods and services Facilitate customs and GST Clearance and foreign exchange and overseas payment clearance
General Responsibilities	<ul style="list-style-type: none"> To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. To be responsible for own health and safety and that of colleagues To undertake other such other duties as may be reasonably expected. To ensure a healthy and comfortable working environment
Decision Making Authority	<ul style="list-style-type: none"> Provision of advice to Procurement Officer on logistics an clearance issues
Qualifications required	<p>Must have a Certificate/Diploma in Finance, Business Studies and Commerce</p>
Experience	<p>Essential:</p> <ul style="list-style-type: none"> Minimum of five years working experience in logistics and clearance Be computer literate in Microsoft Word and Excel Have the ability to work under pressure environment and to meet deadlines Have good command of both oral and written communication skills Have good office organizational management and administrative skills <p>Desirable:</p> <ul style="list-style-type: none"> Willingness to work after hours, if requires Experience of collaboration with University and industry colleagues

Most frequent
Contacts

Procurement Officers, Accounts Payable Officers and Accounts Receivable
Officers

Document History

Approval Date/ Date of Classification

Review Date

Revision History

Signatures

Employee

Manager

HRM



Terms and Conditions for Grade 3 of the University Salary Structure

Employment Type:	Three (3) years Fixed Term
Salary Range	SBD\$33,000 – SBD\$51,000 per annum gross before tax, commensurate with the University’s Qualification Requirements and Relevant experience.
Gratuity:	15% of annual salary per annum. This is paid to employee bi-annually, in June and December.
Housing:	Following confirmation of employment after six months of employment, the University may rent a house at rental value to be determined by University and/or according to the University’s Housing Policy. University housing through application and on availability of houses.
Annual Leave:	30 Calendar Days per annum.
Leave Passage:	Entitled to annual return seafares for employee and legal dependants to nearest port-of call of employee’s home village with travel assistance of \$2000.
Other benefits:	Other conditions and benefits according to SINU Staff terms and conditions of Employment
<i>Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position.</i>	