



## Solomon Islands National University

### Job Description

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|------------------------|--|
| <b>Title</b>           | Logistics Officer/Driver                           |
| <b>Incumbent Name</b>  |  |
| <b>School/Division</b> | Business Investment and Commercial Services (BICS) |
| <b>Grade</b>           | Grade 3  |
| <b>Category</b>        | Support Services                                   |
| <b>Reports to</b>      | Manager BICS                                       |
| <b>Location/Campus</b> | Kukum Campus                                       |
| <b>Direct reports</b>  | Nil  |

#### Summary of Duties

The purpose of the job is to provide logistics services for the catering department of the University. The logistics officer assists the storeman and the procurement officer to achieve timely distributions of rations/stock for the University catering department in all campuses of the University. The logistics officer also works as the driver to pick up and drop of kitchen staff especially for early morning shifts and late evening shifts.

#### Main Duties and Responsibilities

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| <b>Key tasks</b>  | <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Ensuring that production and dining hall staff are picked and dropped off on time.</li> <li>• Ensuring ration/stock is delivered on time from central kitchen stores.</li> <li>• Responsible for the transportation of student ration and to report to superior on any discrepancies relation to student ration.</li> <li>• Ensuring that the chain of command is respected.</li> <li>• Ensuring that all kitchen equipment is cared for and not to be removed for private or home use.</li> <li>• Ensuring sobriety in pursuance of duty.</li> <li>• Ensuring quantity (ies) of ration/stock delivered is verified and recorded in stock issued voucher (SIV) and signed by the receiving store-man on delivery.</li> <li>• Any other duty (ies) that may be required upon advice from Manager BICS and Catering Supervisor and Head Chef officer from time to time.</li> </ul> |
| <b>Dimensions</b> | <p><b>Problem solving and impact</b></p> <ul style="list-style-type: none"> <li>• To contribute to decisions, that has an impact on driving and logistical activities for the Department</li> </ul>  |

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|-----------------------------------|--|
|                                   | <p><b>Resource management</b></p> <ul style="list-style-type: none"> <li>To contribute to the management of resources through support of the department in areas of logistical support and driving responsibilities.</li> </ul> <p><b>Working Environment</b></p> <ul style="list-style-type: none"> <li>To balance the competing pressures knowledge transfer, administrative demands and deadlines.</li> <li>To skillfully work cross departments and functions in the resolution of driving issues.</li> <li>To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received).</li> <li>To engage in continuous professional development.</li> </ul> <p><b>Decision making Authority</b></p> <ul style="list-style-type: none"> <li>Help to make operational decisions within specific areas of responsibility</li> </ul> |
| <b>Key Performance Indicators</b> | <ul style="list-style-type: none"> <li>Ensure that the vehicle is always available for kitchen activities</li> <li>Rations are delivered in a timely fashion with efficiency and effectiveness</li> </ul>  |
| <b>General Responsibilities</b>   | <ul style="list-style-type: none"> <li>To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>To be responsible for your own health and safety and that of your colleagues</li> <li>To undertake other such other duties as may be reasonably expected.</li> <li>To provide a healthy and comfortable working environment</li> </ul>  |
| Qualifications required           | <ul style="list-style-type: none"> <li>A certificate level education with at least 5 years of logistics and/or administrative experience.</li> </ul>   |
| Experience                        | <p><b>Essential to the position:</b></p> <ul style="list-style-type: none"> <li>Minimum of 5 years relevant work experience</li> <li>Experience in dispatching and logistics work</li> <li>Possess a valid and clean driving license</li> </ul> <p><b>Desirable for the position:</b></p>  |
| Any other relevant information    | <ul style="list-style-type: none"> <li>Be on time for work and willing to take up extra responsibility and be able to work during odd hours.</li> <li>Be able to work on Saturdays and/or Sundays</li> <li>Be able to work in team.</li> </ul>   |
| Most frequent Contacts            | <p>Manager BICS<br/>All catering Staff<br/>BICS Staff<br/>Students<br/>Staff of University<br/>Suppliers</p>   |

**Document History**

|                                       |  |
|---------------------------------------|--|
| Approval Date/ Date of Classification |  |
| Review Date                           | 2 – 3 years is normal or at a change of any related document |
| Revision History                      |  |
| Job Holder's Name:<br>Signature:      |  |
| HR Officer:<br>Signature:             |  |



## Terms and Conditions for Grade 3 of the University Salary Structure

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|---|--|
| <b>Employment Type:</b>   | Three (3) years Fixed Term   |
| <b>Salary Range</b>   | <b>SBD\$33,000 – SBD\$51,000</b> per annum gross before tax, commensurate with the University’s Qualification Requirements and Relevant experience.  |
| <b>Gratuity:</b>  | 15% of annual salary per annum. This is paid to employee bi-annually, in June and December.  |
| <b>Housing:</b>   | 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. |
| <b>Annual Leave:</b>  | 30 Calendar Days per annum.  |
| <b>Leave Passage:</b>   | 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.  |
| <b>Other benefits:</b>  | Other conditions and benefits according to SINU Staff terms and conditions of Employment   |
| <b><i>Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position.</i></b> |  |