



## **Solomon Islands National University**

### **Job Description**

**Position:**        **Procurement Logistics Officer**

#### **Minimum Qualification Requirements**

This position requires: (a) a very good Bachelor's degree in Accounting, management; Administration, or Sciences preferable; (b) Be customer focused to work with internal and external stakeholders to meet procurement needs (c) Be organized for timely deliveries (d) Be solution orientated (e) Conflict management, and (f) excellent written and verbal communication skills.

#### **Remuneration**

A Salary in Band 1 of the SINU Salary Structure (SBD46,000-SBD70,500 gross) is payable. After the employee's employment is confirmed after a probation period (of upto 1 year), the University may provide a partly furnished accommodation to the employee commensurate with Band 1 housing standards.

#### **Organizational Relationships**

**Position Type:**                      **3 Year Employment Contract**

**Reporting to:**                        Chief Procurement Officer

**Staff Responsible to you:**        NIL

**Work Hours:** Normally Mondays to Fridays between the hours 8.00am–5.00 pm plus any other hours deemed necessary. Salaried full-time staff shall be required to work days, evenings, weekends and public holidays, without additional remuneration, and must return to duty from leave whenever absolute need arises.

#### **Functional Relationships:**

Management, Staff members, All Teaching Staff/Academic Staff and Non-teaching Staff/Professional Staff, Directors, Managers, Vice Chancellor

SINU Stakeholders, Commercial and Non-Commercial entities, Government Ministries, Students, School/Department Principals, Statutory bodies, and External Institutions/Universities

### **DUTY STATEMENT**

#### **Specific Duties & Responsibilities**

1.1 This list of essential job functions is not exhaustive and may be supplemented as necessary.

Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

### **1.1.1 Coordinate Purchase and Delivery of Goods**

- 1.1.1.1. Organize purchasing of Goods and deliveries.
- 1.1.1.3 Facilitate customs clearance and logistics for University orders or shipments.
- 1.1.1.4 Conduct inspection of Goods and manage any discrepancy.
- 1.1.1.5 Maintain procurement vehicle log and oversee vehicle use.

### **1.1.2 Evaluate Suppliers**

- 1.1.2.1 Maintain up-to-date data of Suppliers.
- 1.1.2.2 Ensure the University engage with competent and reliable suppliers by organizing site visits and supplier engagement prior to contracts.
- 1.1.2.3 Organize regular supplier meetings for Chief Procurement Officer as and when required.

### **1.1.3 Monitor Stock Usage**

- 1.1.3.1 Work with Inventory officer and stakeholders to monitor usage of stock.
- 1.1.3.2 Participate in inventory monthly/ad hock counts with procurement inventory staff.
- 1.1.3.3 Manage storage and deliveries of goods stored at Procurement Stores.

### **1.1.4 Management**

- 1.1.4.1 Maintain consistent presence at assigned worksite and regular work hours
- 1.1.4.2 Professionally interact with students, staff, and public.
- 1.1.4.3 Comply with all University policies and procedures
- 1.1.4.4 Perform related duties as assigned

### **General Duties & Responsibilities**

- 1.2 The specific duties and responsibilities of the Procurement Logistics Officer are:
  - 1.2.1 **Administration** of all activities relating to the specific duties listed above,
  - 1.2.2 **General Duties** to undertake all other duties as directed by Chief Procurement Officer

## **2.0 KEY RESULT AREAS AND KPIs**

<b>Key Result Areas (KRAs)</b>	<b>Key Performance Indicators (KPI) – Tasks and Objectives</b>	<b>Outcomes &amp; Achievements : Comments on Progress to date</b>
Coordinate Purchase and Delivery of Goods	<ul style="list-style-type: none"><li>• Timely purchase and deliveries</li><li>• Proper documentations support deliveries</li></ul>	<ul style="list-style-type: none"><li>• On time purchasing.</li><li>• Compliance maintained</li></ul>

Evaluate Suppliers	<ul style="list-style-type: none"> <li>• Procurement Supplier List Maintained</li> <li>• Engage with reliable suppliers</li> </ul>		<ul style="list-style-type: none"> <li>• Supplier list maintained</li> <li>• Genuine suppliers engaged.</li> </ul>
Monitor Stock Usage	<ul style="list-style-type: none"> <li>• Accurate stock levels maintained in system and physical locations</li> </ul>		<ul style="list-style-type: none"> <li>• Timely delivery of inventory data</li> </ul>
Management	<ul style="list-style-type: none"> <li>• Attentive</li> <li>• Professionally interact with stakeholders, staff, and public.</li> </ul>		<ul style="list-style-type: none"> <li>• Positive feedback from stakeholders</li> <li>• High level of interaction.</li> </ul>

### 3.0 OTHER DUTIES

It is acknowledged and agreed that evolving needs or emphasis of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the employment contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties' intentions at the time of the offer of the job and acceptance of the offer.