



## Solomon Islands National University

### Job Description

Title:	<b>Store Officer</b>
Incumbent Name:	
School/Department:	BICS
Band/Grade:	Grade
Category:	Academic
Reporting position:	Manager BICS
Direct reports:	Manager BICS

#### Summary of Duties

Responsible to preparing all dispatches and periodically reporting these dispatches to manager BICS and management

#### Main Duties and Responsibilities

##### Key tasks

Document key tasks in the following sections where they apply.

##### **Administration.**

- Check opening stocks as per reports on daily basic especially running items
- Verifying all incoming materials /stocks
- Keep store organized and in fine image
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##### **People management and teamwork**

- Workout programs for students to do cleanup work in and around hostel.
- Conduct counseling to students and/or refer students for further counseling are attended to and forwarded to appropriate officer responsible.
- Appointing sub-matrons.

##### **Business planning, reporting and management**

- Report to Administration Officer needs of students, and listen to grievances.
- Explain to new and returning students rule book.
- Report on incidents for disciplinary hearings.

##### **Quality Assurance and customer satisfaction**

- Carrying out inventory of furniture and other equipment's in rooms.
- Carrying out regular inspections of hostel rooms and outside of hostel.

	<p><b>Initiative</b> Any other duties within the officer's skill level as directed by Manager SWS.</p>
Dimensions	<p><b>Problem solving and impact</b></p> <ul style="list-style-type: none"> <li>• Report on incidents for disciplinary hearings.</li> <li>• Provide guidance to student during orientation programme.</li> <li>• Conduct counseling to students and/or refer students for further counseling are attended to and forwarded to appropriate officer responsible.</li> </ul> <p><b>Resource management</b></p> <ul style="list-style-type: none"> <li>• Carrying out inventory of furniture and other equipments in rooms.</li> <li>• Carrying out regular inspections of hostel rooms and outside of hostel.</li> </ul> <p><b>Working Environment</b></p> <ul style="list-style-type: none"> <li>• Workout programs for students to do cleanup work in and around hostel.</li> </ul> <p><b>Decision making Authority</b></p> <ul style="list-style-type: none"> <li>• Report to Administration Officer needs of students, and listen to grievances.</li> <li>•</li> </ul>
Key Performance Indicators	<ul style="list-style-type: none"> <li>• Ensure that all hostels are clean and tidy</li> <li>• Work sessions time table is drawn up</li> <li>• Hostels are fully equipped with furniture's</li> <li>•</li> </ul>
General Responsibilities	<ul style="list-style-type: none"> <li>• To adhere to the College'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	Hold a relevant degree / diploma qualification in accounting & public administration.
Experience	<p><b>Essential to the position:</b></p> <ul style="list-style-type: none"> <li>• Familiar with Teachers Code of Conduct.</li> <li>• Have at least 3 years' experience in work with college students.</li> <li>• Have good command of both oral and written communications skills.</li> <li>• Have good interpersonal, and communication skills.</li> <li>• Be able to work with young people, and be sensitive to their needs.</li> <li>• Have knowledge of counseling.</li> <li>• Be on time for work, willing to take extra responsibilities and work during</li> </ul>
Most frequent	Manager BICS

Contacts	Head of Departments Departmental staff Students
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Document History	
Approval Date/ Date of Classification	
Review Date	
Revision History	

Signatures	
Manager	
Employee	
HRM	