



JOB DESCRIPTION

Position Title	Logistics Officer/Driver
Faculty/Department	Business Investment and Commercial Services (BICS)
Reports to	Manager Business Investment and Commercial Services (BICS)
Position Level	Band 1 (GSS)
Purpose Of the Role	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's catering department in all campuses of the University. The logistics officer also works as the driver to pick up and drop off kitchen staff, especially for early morning shifts and late evening shifts.
Detailed Roles & Responsibilities	
Service	<ul style="list-style-type: none"> • Ensure production and dining hall staff are picked up and dropped off on time to facilitate smooth operations. • Oversee the timely delivery of rations and stock from central kitchen stores to maintain uninterrupted service. • Perform any additional duties assigned by the Manager BICS, Catering Supervisor, or Head Chef to support overall service delivery.

Quality	<ul style="list-style-type: none"> • Maintain professionalism and sobriety during duty hours to uphold the quality of service and safety standards. • Report any discrepancies or issues related to supplies or equipment to maintain high standards • Verify that the quantity of ration/stock delivered matches orders, recording details accurately
Team Work	<ul style="list-style-type: none"> • Coordinate effectively with colleagues to ensure smooth transportation, delivery, and storage processes. • adhere to the chain of command, facilitating clear communication within the team. • Demonstrate flexibility and cooperation in performing additional duties as needed
Qualification and Experience	<p>A certificate-level education with at least 5 years of logistics and/or Administrative experience.</p> <p>Experience in dispatching and logistics work</p> <p>Possess a valid and clean driving license</p>
Key Deliverables	<ul style="list-style-type: none"> • Consistent on-time pickup and drop-off of production and dining hall staff. • Punctual transportation of student ration, ensuring no delays in service. • Adherence to safety, health, and operational standards, including sobriety during duty. • Clear documentation and record-keeping for accountability.
Key Selection Criteria (KSC)	<p>1. Experience</p> <ul style="list-style-type: none"> • Experience in logistics, transportation, or supply chain management, preferably in a catering or institutional setting. <p>2. Attention to Detail</p> <ul style="list-style-type: none"> • Vigilance in verifying quantities, inspecting equipment, and reporting discrepancies.

	<p>3. Communication and Interpersonal Skills</p> <ul style="list-style-type: none"> • Effective communication skills to liaise with team members, supervisors, and external vendors. <p>4. Professionalism and Reliability</p> <ul style="list-style-type: none"> • Commitment to maintaining high standards of service and quality. <p>5. Problem-Solving Skills</p> <ul style="list-style-type: none"> • Proactive approach to identifying and resolving logistical issues.
Compliance	<ul style="list-style-type: none"> • Adhere to SINU policies, OHS, and Code of Conduct • Support quality assurance and accreditation requirements
Terms and condition	<p>This position is offered on a Fixed Term contract of Five (5) Years, Subject to performance review and renewal in accordance with university Policies.</p> <p>Annual Salary Range: \$ 43,920.72 -\$ 68,447.11</p> <p>Annual Leave Entitlement: 20 working days</p> <p>Annual Gratuity: 15% of annual basic salary (paid biannually)</p> <p>Housing: A 15% housing allowance of basic salary and or access to university rental policy schemes</p>
	<p>SECTION H - APPROVAL (Business use only) <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:</i></p>

	<p>.....</p> <p>Director Human Resource Date-Approved</p> <p>Additional Comments:</p>
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