



# MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

## JOB DESCRIPTION: PRINCIPAL LOGISTIC OFFICER

### CORPORATE INFORMATION

1. Position Level: Band I
2. Salary Range: \$46,627.14 - \$59,394.10
3. Duty Station: Lautoka
4. Reporting Responsibilities:
  - a) **Reports To:** Head of Procurement
  - b) **Liaises with:** Ministry staff, Ministries and Department Officials, Shipping Agents and Stakeholders, FRCS/BAF/Health and General Public

### POSITION PURPOSE

To lead and manage the Logistics Unit, providing efficient and professional administrative support to the daily operation of the Unit), ensuring transparency, compliance, and adherence to customs laws regulations throughout the supply chain process.

### KEY RESPONSIBILITIES

1. **Strategic Leadership:**
  - a. Develop and implement a comprehensive logistics plan, aligned with the Ministry's strategic objectives.
  - b. Identify and implement process improvements to enhance efficiency and cost-effectiveness in logistics operations.
  - c. Oversee the budget and resource allocation for the logistics activities (including the only Western Division Office)
2. **Operational Management:**
  - a. Supervise and mentor the Logistics Officers and other assigned staff.
  - b. Manage supplier relationships and ensure timely delivery of goods and materials.
  - c. Oversee customs clearance procedures and ensure compliance with all relevant regulations.
  - d. Manage the secure storage and distribution of goods.
  - e. Implement robust procedures for inventory management and ensure data accuracy.
3. **Stakeholder Engagement:**
  - a. Foster strong relationships with key stakeholders, including government agencies, suppliers, transport companies, and customs officials.
  - b. Provide expert advice and guidance on logistics matters to internal and external stakeholders.
  - c. Collaborate with the Head of Procurement and Ministry Policy Unit to develop and implement logistics policies and procedures for the Western Division

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Prepare the logistics strategic plan and easier by existence, alignment with Ministry objectives, and timely completion of the plan
2. Achieve a 100% percentage of on-time deliveries for goods and materials.
3. Foster and maintain positive working relationships with key stakeholders, evidenced by (specific metric), such as participation in joint meetings with other agencies or provincial councils or collaborative initiatives.
4. Monitor 100% adherence to budget and effectiveness of resource allocation through variance analysis and performance metrics.

## **PERSON SPECIFICATION**

In addition to Degree (or equivalent) in Finance, Procurement, Supply Chain Management or similar from a recognised institution (or equivalent relevant experience) the following

### **KNOWLEDGE AND EXPERIENCE**

1. Proven track record of leading and managing logistics operations.
2. Demonstrated expertise in procurement, customs clearance, and supply chain management.
3. Strong understanding of Fiji government procurement and logistics procedures (highly desirable).
4. A strong understanding of Fiji government procurement and logistics procedures is highly desirable.

### **SKILLS AND ABILITIES**

1. Excellent analytical and problem-solving skills.
2. Strong communication, interpersonal, and leadership skills.
3. Ability to give comprehensive advice on logistics and contracting.
4. Attention to detail and accuracy.
5. Ability to work under pressure, multitask, and respond quickly.
6. Ability to manage resources, lead, and mentor staff effectively.
7. Proficiency in Microsoft Office Suite, logistics management software (ASYCUDA), and relevant analytical tools.
8. Excellent written and verbal communication skills.

### **PERSONAL CHARACTER**

All applications for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be a Fijian Citizen, preferably under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants