



MINISTRY OF FINANCE

JOB DESCRIPTION: LOGISTICS ASSISTANT GWE

CORPORATE INFORMATION

1. Position Level: Salary Band C
2. Salary Range: (\$7.50 - \$9.32) hourly
3. Duty Station: Lautoka Office
4. Reporting Responsibilities:
 - a) **Reports To:** Senior Logistics Officer
 - b) **Liaises with:** Ministry Staff, Stakeholders, Ministries and Departments, Agencies.
 - a) **Subordinates:** None

POSITION PURPOSE

Support the Logistic Unit in Customs clearance of airfreight, sea freight, clerical duties and general cleaning of logistics office and premises.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities.

1. Checking manifests from all shipping agents for sea freight cargoes and documentation for airfreight cargos for import and export.
2. Clearance of Consignments arriving from the various points of entry through air, sea and post and its delivery to respective agencies.
3. Despatch of payment of cheques to various shipping agents
4. Updating of various logbooks to be kept by the Logistic Unit and data entry for shipping clearance.
5. Assist in the processing of customs clearance for hand-carried goods and equipment at the customs baggage hall and assist in compiling customs clearance documents required for the payment of local charges, storage fees, and demurrage fees.
6. Assist in the examination and verification of repair and return goods sent back after calibration.
7. Assist with data entry updates on the designated upload drive.
8. Assist with the Board of Survey and public auctions for the write-off of vehicles, plants, and machinery and general up-keeping of the office and premises and any other duties assigned by the immediate supervisor.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Assist in completing and delivering agreed activities in the Strategic Plan and delivered as outlined in the work schedule.
2. All authorized payments are processed in compliance with financial instructions and within agreed time frames.
3. Provision of timely and accurate advice that meets the requirements of stakeholders' requests.

PERSON SPECIFICATION

In addition to a Certificate qualification in Human Resources, Public Administration (or equivalent work experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3 years' experience working on a broad range of human resource functions
2. Practical, working knowledge of human resource management and functions

SKILLS AND ABILITIES

1. Ability to achieve results personally and through effective team leadership
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Capacity to utilise computer programs to support daily operations
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

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