

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. -Ministry:</b> Ministry of Health and Medical Services	
<b>2. Position Title:</b> Driver/Forklift Operator	<b>3. Salary Level:</b> L 19-18
<b>4. Division:</b> Pharmacy	
<b>5. Reports To:</b> Medical Supply Chain manager	<b>6. Direct Reports:</b> Health Warehouse and Logistics Manager
<b>Primary Objective of the Position:</b> Heavy cargoes on pallets are well arranged and organized in their respective places for easy access and to allow maximum scheduled orders prepared with minimal physical lifting.	
<b>7. Position Overview</b>	
9. Financial: N/A	10. Legal:
11. Internal Stakeholders:  To be referred to Manager:	12. External Stakeholders:  To be referred to Manager

*This is position description provides a comprehensive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Government of Kiribati, All Ministries</b>	<b>Approved By:</b>		<b>Date of Issue:</b>
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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪</li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
	<ol style="list-style-type: none"> <li>1. Organize and rearrange items and materials neatly in respective places in a warehouse.</li> <li>2. Optimization of shelve space usage</li> <li>3. Check and inspect the conditions of items and materials while loading and unloading.</li> <li>4. Ensure compliance of safety procedures and practices.</li> </ol>	Daily - Perform periodic thorough checks on equipment and solve problems as detected.
	<ol style="list-style-type: none"> <li>1. Assist in the maintenance and repair of machinery.</li> <li>2. Observe and follow warehouse safety rules and regulations.</li> <li>3. conditions of items and materials while loading and unloading been checked and inspected</li> <li>4. Machinerie faults and malfunctions reported</li> <li>5. In-depth training in order to prepare a Machine Operator for their daily duties.</li> </ol>	

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<p>Readiness and accessibility improved with well-organized goods in pallets at their designated locations helping orders to be prepared completely within the required time.</p>	<ol style="list-style-type: none"> <li>1. Carries a copy of the production schedule for products to be transported</li> <li>2. Stacking pallets</li> <li>3. Checking loads for safety before movement</li> <li>4. Analysing products on pallets</li> <li>5. Makes sure forklift is fully operational</li> </ol>	<ol style="list-style-type: none"> <li>1. Number of expired products reduced</li> <li>2. Timely orders for outer island clinics and Health centre's</li> <li>3. Receiving time and reallocation at warehouse</li> </ol>
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<p><b>10. Key Challenges</b></p> <ul style="list-style-type: none"> <li>• Forklift not enough</li> <li>• Financial constraint</li> <li>• Management support</li> <li>• Unavailability of spare parts</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education: Form 3 or Class 9 with valid Driving license and Forklift operation experience/reference. Ages should be 25</b></p> <p><b>Experience:</b> Forklift operation experience/reference</p> <p><b>Job Training:</b> N/A</p> <hr/> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"> <li>• Willingness to perform repetitive task for extended periods</li> </ul>

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