

<b>1. Ministry:</b> Kiribati Police Service		
<b>2. Position Title:</b>	<b>3. Salary Level:</b>	<b>4. Division:</b>
<ul style="list-style-type: none"> <li>Assistant Storeman (Civilian appointment)</li> </ul>	<ul style="list-style-type: none"> <li>L19-18</li> </ul>	<ul style="list-style-type: none"> <li>Corporate Service</li> </ul>
<b>5. Reports To:</b>	<b>6. Direct Reports:</b>	
<ul style="list-style-type: none"> <li>Store Manager ( OC Storeman)</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
<b>Primary Objective of the Position:</b> To assist the OC Store to purchase, sore and supply uniforms, stationery and equipment to all sections of the Kiribati Police Service		

<b>7. Position Overview</b>		
9. Financial: Up to \$5,382 annually	8. Legal: <ul style="list-style-type: none"> <li>Standing Operating Procedures (SOP)</li> <li>National Condition of Service</li> </ul>	
9. Internal Stakeholders: <ul style="list-style-type: none"> <li>Supervisor (Store Manager)</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>To order new stock</li> </ul> <p>Without referral to Manager:</p> <ul style="list-style-type: none"> <li>To execute daily/routine tasks</li> </ul>	10. External Stakeholders: <ul style="list-style-type: none"> <li>Public Service Office</li> <li>Public Service Commission</li> <li>Private enterprises; <ul style="list-style-type: none"> <li>Taotin Trading</li> <li>Rereiti Garment</li> <li>Other private agency</li> </ul> </li> </ul>	
<b>13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li><b>KDP/KPA:</b></li> <li><b>MOP Outcome: Outcome 2. Improve timely and quality delivery of services in the public sector</b></li> <li><b>Divisional/Departmental/Unit Plan:</b></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

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<ul style="list-style-type: none"> <li>To strengthen the existing financial asset management system</li> </ul>	<ul style="list-style-type: none"> <li>On the absence of the Police Store Manager, oversee and manage Police Stores</li> <li>Responsible for receiving, storing, assembling, packing and/or unpacking of goods/stores' items as well as delivering</li> <li>Issued all approved orders made to the stores</li> <li>Report to the Store Manager for items soon will run out/low in stock</li> <li>Responsible for cleaning stores</li> </ul>	<ul style="list-style-type: none"> <li>Provide monthly report of Store</li> <li>Incoming mails/orders are recorded in Stores Register</li> <li>Outgoing orders are registers in the Police Register</li> <li>Report must be provided to the Store Manager on new orders/items required</li> <li>Office cleanliness maintained</li> </ul>
	<ul style="list-style-type: none"> <li>Other duties</li> </ul>	<ul style="list-style-type: none"> <li>Must comply with other lawful instructions/duties assigned from time to time</li> </ul>

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>There were times Assistant Storeman needed to work outside working hours to meet the demand of operation/other agencies, therefore, he/she must avail him/herself in such occasions.</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>Attained Form 3 Certificate or above</li> <li>Able to drive with valid driving license</li> </ul> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge:</b></p>

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	<ul style="list-style-type: none"><li>• Basic understanding of the National Condition of Service</li><li>• Understanding KPS Vision, Mission, &amp; Values (Code of Ethics)</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Skills in the storage of equipment</li><li>• Basic report writing skills</li><li>• Basic computing skills</li><li>• Customer Service skills</li><li>• Oral and written communication skills</li></ul> <p><b>Attributes:</b></p> <ul style="list-style-type: none"><li>• Team player</li><li>• Courageous</li><li>• Patience and consideration</li><li>• Integrity and honesty</li></ul>
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