GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Information, Communication, Transport and Tourism Development		
2. Position Title: Storeman Grade 1	**3. Salary Level:** 15-14	**4. Division:** Printery
5. **Reports To**: Coordinator of government and public printing	**6. Direct Reports:** *(Write No. & Position Title :)* Printing Superintendent	
7. **Primary Objective of the Position:** The primary objective of the post is to ensure that production materials, equipment and assets are secured and properly recorded as in compliance with government stock control and management		

8. Position Overview	
9. Financial: Nil	10 Legal: Procurement Acts and government stock control & management
11. Internal Stakeholders: • Sectional supervisors • Printing Superintendent • Head of Division • Customs Office To be referred to Manager: • Restock purchases • Missing equipment • Misuse of materials and damages • Monthly update on level of material stock	12. External Stakeholders: • Suppliers • Ministries • Broker • KPA • Airport To be referred to Manager • Invoices and quotes from suppliers to be certified by HOD • Sale of government goods to private businesses and individuals

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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13. KEY ACCOUNTABILITIES ***(Include linkage to KDP, MOP and Divisional Plan)***

- ***KDP/KPA:***
- ***MOP Outcome:***
- ***Divisional/Departmental/Unit Plan:***

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Maintain standard recording system for all stationeries, materials, and assets	• Develop and put in place either a manual or electronic recording and filing system for the purpose of controlling and recording of materials, stationeries and assets • Keep and update recordings of all stationeries and other government books • Keep and update recordings of all assets of the printery division	• Assets and government books are recorded in compliance with government stock control and management • A standard recording system is developed and maintained
Carry out local purchases as instructed by HOD	• Fill in a requisition form by obtaining three quotations from relevant suppliers • Recommend a supplier and seek approval from HOD • Make sure that payment is ready prior to arranging pick up of all the goods being purchased	• Timely delivery of goods being purchased • Requisition form completed well prior to submission to HOD and Secretary MICT for approval
Internal control and management of storeroom	• Maintain a healthy and clean storeroom according to OHS standard • Keep and store all the materials in designated storeroom • Check the level of storeroom stock and propose restock purchases to HOD	• Adequate level of materials is maintained at all times

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	• Dispatch materials to sections or individual staff in support of their work	
Deal with release of cargoes arrived on international flight and shipping, from local ports such as KPA and Airport	• Submit all relevant document to broker and customs office • Make sure that payment to all service providers is ready on time prior to the release of cargoes • Arrange transport for pick up of those cargoes from KPA or Airport • Cross check the quantity of goods arrived with invoice from a supplier and report the differences or missing items to HOD	• Cargoes to be released on time to avoid storage penalty • Goods must be properly cross checked once released from the port

10. Key Challenges	**11. Selection Criteria**
A storeman must be physically fit and be able to work under pressure as he/she is going to undertake long processes of cargo release from port	**11.1 PQR (Position Qualification Requirement):** Education: Form 6 /Form 5 with 1 year relevant work experience **Experience**: Experience in storeman work. **Job Training:** Should have gone attachment or temporary work for six months in relevant job **Prerequisite:** certificate in management
	11.2 Key Attributes (Personal Qualities):

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	1. Knowledge Knowledge of stores management **2. Skills:** • Social and interpersonal skills • English language skills • Computer literate **3. Attributes** • Obedient • Smart • Reliable

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