



# PARLIAMENT OF THE REPUBLIC OF FIJI



## JOB TITLE: STORE CLERK

### CORPORATE INFORMATION

1. **Position Level:** Band E
2. **Annual Salary:** \$19,041.75 - \$24,412.50
3. **Duty Station:** Parliament Complex, Government Buildings, SUVA.
4. **Reporting Responsibilities:**
  - a) **Reports To:** Procurement Officer
  - b) **Liaises with:** Secretary-General, Deputy Secretary-General, Head of Legislative Services, Head of Corporate Services, Parliament Secretariat Staff and, Stakeholders.
  - c) **Subordinate:** None

### POSITION PURPOSE

This role is responsible for managing the assets and inventory at Parliament. It involves conducting regular stocktakes to ensure that all stores under the control of the role are properly authorized and recorded. In addition, the role is responsible for maintaining the security of all items purchased and stored at the Registry and assisting with audit procedures. One of the key responsibilities of the role is to maintain proper and accurate dispatch records.

### KEY RESPONSIBILITIES

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

1. Executes the receiving and dispatching of Parliament assets.
2. Always maintain effective asset control.
3. Uses an effective stock system to organize stock control.
4. Review inventory, records, and departmental uses of supplies in order to prevent overstocking of materials with a low turnover rate.
5. Manage Stock re-order level in order to maintain or carry efficient stock.
6. Verify the updated non-expendable ledger during the annual board of survey.
7. Preparing stock requests and administering all paperwork as per defined procedures.
8. Keeps storeroom clean and tidy and ensures stock is stored in a clean and safe environment.
9. Undertake any other tasks or duties assigned by the supervisor.

### KEY PERFORMANCE INDICATORS

1. Ensure all stock procured is utilised and available always with no wastage.
2. Timely and accurate recording of all inventories with relevant information for trending analysis and reporting.

3. Maintain a non-expendable ledger for all assets below \$2,000.00 and ensure the annual conduct of the Board of Survey in compliance with procurement regulations and policies.
4. All other corporate requirements are delivered within agreed timeframes and standard instructions.

## **PERSON SPECIFICATION**

**Essential Qualification** – A Diploma in Accounting, Management or equivalent from a recognized institute OR more than three years of experience in an inventory/store management role.

### **Knowledge and Experience**

1. At least 2-3 years experience as a storeman providing logistics support.
2. Understanding of the Fijian Constitution (2013) and applicable Finance and Procurement Laws of Fiji.
3. A valid driving license and Defensive Driving Certificate would be an advantage.
4. Understanding teams and working effectively within a team environment.
5. Team player with the ability to work under minimum supervision.
6. Computing skill/literacy in computing applications and sound knowledge are preferred.

### **Skills and Abilities**

1. Demonstrated ability to manage different priorities and work under minimum supervision.
2. Ability to make decisions less supervision
3. Service-oriented approach with a commitment to serving customers.
4. Demonstrated ability to use computer software to achieve operational and corporate goals and to check and correct own and other's work;
5. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.
6. Ability to work with people with diverse backgrounds.
7. Ability to produce work of high-quality standard and attention to detail and accuracy.

## **PERSON CHARACTER AND POLITICAL NEUTRALITY**

The Parliament of the Republic of Fiji operates in a politically sensitive environment. Any person who is and is seen to be active in political affairs and intends to publicly carry on this activity may compromise the strict political neutrality of the Parliament of the Republic of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of the Republic of Fiji must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of the Republic of Fiji is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.