



# MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

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## JOB DESCRIPTION: LOGISTICS ASSISTANT (GWE)

### CORPORATE INFORMATION

1. Position Level: Band B
2. Salary Range: \$5.37 - \$6.89 [hourly]
3. Duty Station: FPO Logistic Unit Suva
4. Reporting Responsibilities;
  - a) **Reports To:** Senior Logistic Officer Suva
  - b) **Liaises with:** Ministry staff, Agencies Procurement staff and Managers
  - c) **Subordinates:** Nil

### POSITION PURPOSE

Support the Logistics Unit in customs clearance of airfreight, sea freight, clerical duties and general cleaning of logistics office and premises

### KEY RESPONSIBILITIES

1. Assist in checking manifests from all shipping agents for sea freight cargoes, and documentation for airfreight cargos for import and export
2. Assist in 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 cheques to various shipping agents
4. Updating of various logbooks to be kept by the Logistics Unit and data entry for shipping clearance
5. General up-keeping of the office and premises and any other duties assigned by the immediate supervisor.

### KEY PERFORMANCE INDICATORS

1. Assist in completing and delivering agreed activities in the Strategic Plan and delivered as outlined in the work schedule.
2. Carry out duties within allocated time

### PERSON SPECIFICATION

In addition to the relevant shipping, freight or warehousing experience the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:.

#### Knowledge and Experience

1. A minimum of two years practical experience preferably in customs clearance, warehousing, or logistics
2. Good administrative and clerical work knowledge

3. Some experience in using Microsoft Office such as Excel and Word is desirable
4. A valid group 2 (or higher) driver's licence is desirable

#### **Skills and Abilities**

1. Have a good interpersonal and relationship management skills
2. Effective verbal, listening and written communication skills
3. Time and priority management skills
4. A logical thinker and self-motivated and work is less supervision
5. Able to work under pressure and meet deadlines
6. Process driven and a strong commitment to service

#### **Personal Character and Eligibility**

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