

## POSITION DESCRIPTION

### RE-ADVERTISED

#### REF 1424: STORES OFFICER - NADI WATER DEPOT

<b>Salary Scale</b>	\$14,868.00 – \$18,585.00 per annum	<b>Position Type</b>	Established
<b>Structure:</b>	<b>Department:</b>	Operations	
	<b>Sub – Section</b>	Warehouse	
<b>Location:</b>	Nadi Water Depot		

### About Our Organisation

The Water Authority of Fiji is a corporate body established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and also setting up water supply systems in rural areas.

### Position Objective

This Storeman is responsible for maintaining sufficient inventory levels, attending to inventory requests/inventory movement requirements, safety of inventory and maintaining the cleanliness and orderliness of the inventory store and ensuring 100% accuracy of WAF inventory at all times. This role reports to the Team Leader Warehouse.

### Key Accountabilities

#### 1. Effective and efficient (inventory) store operations assisted

- Thorough understanding of and full compliance Standard Operating Procedures and policy(s) for Inventory/store operations ensured
- Timely and appropriate assistance as well as value-adding support provided to the Stores Officer and Team Leader Warehouse for the following:
  - Product stock adequacy maintained at all times
    - 100% stock accuracy maintained at all times
    - Safety of inventory documents/records maintained
    - Inventory software usage optimised
  - Insufficiency or excessive surplus stock avoided
    - Timely and appropriately assessed stock replenishment delivered
  - Inventory data effectively analysed for sound inventory management decisions (of current and future demand)
  - Periodic and regular stock-takes undertaken, variances noted and efficiently resolved

- External audit effectively assisted as and when required
  - Strong working relationships with customers maintained at all times
  - Customer complaints resolved effectively and within the required timeframe
  - Timely and effective collaboration with storeman and other staff delivered to ensure business goals are met
  - Inventory store(s) maintained in excellent condition
    - Full compliance with OHS requirements maintained at all times
2. Timely, relevant and compliant reporting
- All internal and external reporting requirements in regards to the store function and inventory management fully understood and correctly executed
    - Robust and relevant periodic reports prepared and submitted as and when requested. This includes any daily reports.
    - Ad-hoc information request by superiors addressed in a timely manner
3. Teamwork and cooperation
- Cooperation within the team and greater function / department encouraged
  - Cooperation across functions / departments ensured
  - Collaboration and leadership to achieve relevant organisational targets and goals
  - Other related duties assigned by the Team Leader Warehouse effectively and efficiently addressed
4. Organisational Values promoted and demonstrated at all times
- Support toward the alignment of deliverables to organisational values and strategic directions ensured
  - Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

## Position Specification

### Competencies

#### **QUALIFICATION & EXPERIENCE REQUIREMENT**

- Diploma in Administration or Inventory Management or Procurement & Supply Chain Management or Any Business Discipline  
OR
- Certificate in Procurement, Supply Chain Management, or Inventory, Stock Management, or any relevant discipline relating to Warehouse to Stores Management from a recognized institution
- 3 years' experience in either working managing/ warehouse, Hardware Sales, Inventory Management, Procurement WITH knowledge of pipes & fittings, Hardware & Electrical Items with Diploma  
OR

- 5 years' experience in either working/Managing warehouse, Hardware Sales, Inventory Management, Procurement WITH knowledge of pipes & fittings, Hardware & Electrical Items with certificate.

### **SKILLS, & ABILITIES**

- Must have full valid driving license
- Some knowledge of pipes and fittings.
- Good understanding of relevant accounting/financial concepts and procedures
- Proficient in the use of and/or Microsoft Office Suite (Word, Excel etc.) and relevant inventory software knowledge/experience
- Good understanding of stock-take procedures and requirements
- Proven ability to work independently and to prioritise work objectives to meet deadlines

### **WHERE TO SEND YOUR APPLICATION**

Typed applications of no more than three (3) pages must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

**INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

Applications should be marked “Confidential REF: 1424 Stores Officer (Re-advertised) Nadi Water Depot” and should be received no later than **5pm on the 12 July 2024** and could be:

**Mailed to:**

The Manager Human Resources  
Water Authority of Fiji

**Hand delivered to:**

Human Resources Unit  
Level 3, Manohan Building

**Emailed to:**

hr.recruit@waf.com.fj