

# Government of Tuvalu – Job Description



<b>Position Title:</b>	Storekeeper/Cleaner	
<b>Level and Salary:</b>	Level 10	\$6,161 to \$8,316
<b>Ministry and Department:</b>	Ministry of Natural Resources	Fisheries
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Deputy Director of Fisheries	

## **JOB PURPOSE:**

To manage all operations regarding all fisheries assets to ensure proper care and maintenance of these assets.

## **KEY RESPONSIBILITIES:**

1. Develop and maintain an inventory system for the effective management of assets.
2. Inspect all assets upon delivery for damage or discrepancies and report to deputy Director of Fisheries for reimbursement and record keeping.
3. Manage operations within the fisheries storeroom and ensure its cleanliness.
4. Develop and maintain inventory database for all fisheries assets.
5. Manage the ice machine of the Fisheries department.

## **MAIN DUTIES AND OUTCOMES:**

- 1.1. Ensure stocktaking and inspection of assets is implemented on a regular basis.
- 1.2. Record and report on all damaged assets for fixing and/or replacement.
- 2.1. Check, record and report on all damaged assets upon delivery.
- 2.2. Develop a database on the assets that are damaged upon delivery.
- 3.1. Maintain receipts, records and withdrawals of the storeroom.
- 3.2. Receive, unload, and shelve supplies.
- 3.3. Perform other stock-related duties, including packing and labelling supplies, and cleaning of the storeroom.
- 4.1. Ensure adequate record keeping and management of all documentation to ensure proper stock levels.
- 4.2. Use excel spreadsheet to register all assets to ensure maximum inventory control.
- 5.1. Ensure the ice making machine is operational at all time.
- 5.2. Manage the sale of ice to customers during working hours.

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## MANDATORY REQUIREMENTS:

### Qualification/Experience

Certificate of Completion in Form 7 or equivalent with 2 years working experience in storekeeping, inventory control or recordkeeping environment.

AND

### Skills and Abilities

Excellent data entry, data analysis and stocktaking or recordkeeping skills.

Good written and verbal communication skills in both Tuvaluan and English.

Excellent attention to detail.

Excellent time management skills.

Excellent knowledge in standard concepts and best practices in a storeroom or warehouse environment.

Physical ability to frequently lift and carry materials weighing up to 30 kgs.

## **IMPORTANT NOTICE**

### **Applicants through their applications MUST:**

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.