PUBLIC SERVICE COMMISSION
JOB DESCRIPTION

Ministry to prepare and request approval by Public Service Commission. Please contact Organisational Development Unit (ODU) officers of the Office of the Public Service Commission (PSC) if you need assistance to complete this form Note: Not all sections need completion i.e. for junior officers

1	**Position Title**	**LOGISTICS OFFICER**	
2	**Remuneration Level** (Proposed by Ministry but approved by PSC)	**PsS 4.1**	
3	**Post Number** Ministry to allocate number but PSC to approve.	**5356**	
4	**Ministry**	Lands & Natural Resources	
5	**Department or Agency**	Department of Water Resources (DoWR)	
6	**Location**	Head Office, Port Vila	
7	**Purpose** Rationale for post establishment	To ensure timely provision of spare parts to ensure operation of equipment operating on priority water infrastructure, sanitation & maintenance projects.	
8	**Reports directly to:** Title of post to determine reporting line clearly	9	**Supervises** Provide titles & levels to indicate supervisory responsibilities
Senior Officer Procurement		na	
10	**Frequent Internal Contacts** Means clients within the Ministry	11	**Frequent External Contacts** Means clients from other sector stakeholders & agencies
Director, Deputy Director; Manager (Operations); DoWR officers,		DLA; Transport Providers, Government Departments: e.g. Public Service Commission, Health, , National Water Resources Advisory Committee members, NGO's, CSOs; Development Partners, Regional Partners -; Members of the general public	
12	**Contribution to GoV Planning Priorities** Impact of this position on progression of NSDP targets and/or Ministry plans & policies	**NSDP Key Priorities** **SOC 6.4** Strengthen national institutions to ensure cost-effective and well-resourced to deliver quality public services **SOC 6.5** Strengthen local authorities and municipal institutions to enable decentralisation of services **ECO 2.2** Ensure all people have reliable access to safe drinking water and sanitation infrastructure **Legislative Framework** Decentralisation Act (1984); Vanuatu Water Resources Management Act 2002 (Cap 281); RTI Act, PFEM Act; CTB Act; RTI Act **Policy Framework:** Vanuatu National Water Policy (2017-2030); Vanuatu National Water Strategy (2018 – 2030), Decentralisation Act	
13	**Special Conditions (if any)** Unusual or dangerous work, unusual work hours or equipment use	Required to work out of hours in times of heavy workload, extensive provincial travel may be required.	
14	**SELECTION CRITERIA** Technical Competencies, Generic Competencies and Leadership Competencies are to be considered		
14.1	**Qualification** Provide highest qualification i.e. Masters, Bachelors, Diploma, Certificate	Diploma	
14.2	**Expertise Area** Provide type of Degree or Diploma i.e. Law, Public Administration, Education	Financial management Business OR accounting OR related field	
14.3	**Experience** Indicate years of practical experience in specific sector/s	A minimum of 3 years in procurement & logistics in the Government or private or NGO sectors. Demonstrated capacity to administer the	

		purchasing & logistics movements of spare parts and equipment. Basic knowledge of procurement processes an advantage Valid Driver's Licence an advantage
14.4	**Technical Competencies** Refer to Guidelines provided by ODU	• Knowledge of GoV legislation related to procurement – CTB Act, PFEM Act • Basic Data Base usage • Assets Register experience • Basic Report Writing • Ability to use MS Suite: Word, & Excel
14.5	**Generic Competencies** Refer to Guidelines provided by ODU	• Communication • Resources utilisation • Workplace Planning • Attention to detail • Working Collaboratively
14.6	**Leadership Competencies** Refer to Guidelines provided by ODU	• Team player • Time & deliverables driven • Self-managed without direct supervision • Client Focus • Networking
14.7	**Behavioral Competencies** Refer to Guidelines provided by ODU	• Hard Working • Ethical & discrete • Honest • Proactive • Diligent

15. CRITICAL SUCCESS FACTORS

This is an important section requiring very careful development. The KRAs, KTAs and KPIs should be designed to deliver Ministry objectives in Corporate and Business Plans and progress NSDP targets. They must be SMART (Specific Manageable Achievable Realistic & Time Bound). For lower level JDs only 5 KRAs may be needed but as responsibilities increase, so too will KRA numbers. This section provides for monitoring of delivery of Plans and is the basis for Performance Review and Work Schedule Plans.

	Key Result Areas (KRAs) Indicate key work areas to deliver required results		**Key Task Areas (KTAs)** Indicate for each KRA the tasks/activity to be undertaken to deliver the KRA		**Key Performance Indicators (KPIs)** Indicate the item, action, report that proves the activity is delivered on time as specified
15.1	Obtain quotations for transportation of materials, plant and equipment and spare parts	**15.1.1**	• Obtain quotations for transportation of materials, plant and equipment and spare parts locally and abroad on time as required within the Government Tenders and Contract Act 1998 and MFEM Procurement Guidelines • Assist with processing of LPOs as required	**15.1.2**	• Quotations for logistics kept on file as per GoV & MFEM procedural requirements • GoV documents and declarations pertaining to orders accurately produced and copies kept on file • LPO register
15.2	Utilise catalogues and the Internet	**15.2.1**	• Track local orders for spare parts and equipment utilising catalogues and the Internet • Recognise and interpret spare parts manuals;	**15.2.2**	• Local orders tracked for reports to Senior Procurement Officer
15.3	Data base kept to track purchased materials, plant and equipment and spare parts locally	**15.3.1**	• Report Monthly x 12 on stock take/inventory and ordering and delivery processes underway • Report to Senior Procurement Officer • Purchasing and Logistics data base prepared • Assets/Inventory Register and warehouse inventory up-to-date • Confirm receipt of goods, spare parts and certify invoices accordingly;	**15.3.2**	• Report Monthly x 12 on stock take/inventory and ordering and delivery processes • receipt of goods, spare parts and certify invoices accordingly; • Purchasing and Logistics data base
15.4	Organise inter island transport and dispatch of spare parts and equipment to island/section	**15.4.1**	Delivery documents demonstrate prompt, safe dispatch & delivery	**15.4.2**	Delivery documents Up-To-Date
15.5	Ensure purchased goods and items are stored safely in warehouse or office space with Tracking Map of location	**15.5.1**	• Records Up-To-Date on data base o Quantities of items o Re-order alerts system in place	**15.5.2**	Records Up-To-Date on data base

			○ Assets Register ○ Warehouse Inventory • Warehousing location of ease of use of items • Set up bins and locations for spare parts;		
15.6	Up-to-date data base of shipping companies, transport agents, air freight companies	**15.6.1**	• Liaise with local companies for logistics quotations, prices for services, delivery schedules, shipping routes, shipping schedules; • Data Base for freight agents includes ○ Phone contacts ○ Email contact ○ Point of contact person ○ Mailing details ○ Current costs for services ○ Land Transport providers in each province + cost per kilometre ○ delivery schedules, ○ shipping + airline routes, ○ shipping + airline schedules	**15.6.2**	Data Base for freight agents up-to-date
15.7	Support WASH Cluster with logistics	**15.7.1**	• Support WASH Cluster with logistics for dispatch of relief items	**15.7.1**	Reports to Supervisor on WASH Cluster logistics
15.8	Maintain up-to-date Assets/Inventory Register and warehouse inventory	**15.8.1**	• Assets/Inventory Register and warehouse inventory up-to-date • Data Base used and secured	**15.8.2**	Up-to-date ○ Assets/Inventory Register ○ warehouse inventory
15.9	Ensure 100% compliance with PMR reporting	**15.9.1**	• Work with Unit team to ensure consultative preparation of AWPs & PMRs for Unit	**15.9.2**	• PMR and AWPs for self and supervised officers collated and provided to CSU on time ○ AWPs - Feb ○ Mid-Year PMR – July • End of Year PMR - Dec
• **Any other duties reasonably requested by Supervisor**					

16	ENDORSEMENT WITH NAME, SIGNATURE & DATE All signature blocks must be signed, stamped and dated for Job Description to be valid	
16.1	Prepared in Ministry by	Signed: Name: Erickson Sammy Date: 11/05/2026 Director DRWS
16.2	Certified by DG or Delegate	Signed: Name: William Nasak Date: 12/05/26 Title: Director General, MLNR
16.3	Certified by OPSC	Signed: Name: Uni Tabiaga Date: 25/05/2026 Title: Manager ODD

17	DECISION BY PUBLIC SERVICE COMMISSION
Decision: Approved Name: Jean Yves Bibi Signed Date of Decision: 28/05/26 Title: Acting Secretary, Public Service Commission (PSC)	
Job Description Sighted by Officer Name: Signed: Date Signed: / /	