



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Finance & Treasury

DIVISION/SECTION: Inland Revenue Division – Support Services Section

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 273-10022

MINISTRY VACANCY REF:

POSITION TITLE: Support Services Officer

POSITION LEVEL: L7/8

SALARY RANGE: \$49,505.29 - \$61,574.10

THIS POSITION REPORTS TO: Team Leader – Support Services

THIS POSITION SUPERVISES: Nil

SECTION B - SCOPE OF DUTIES

The Ministry of Finance & Treasury is mandated to provide strategic advice, leadership and reporting on the economic reforms, monetary, budget and fiscal policy to the Solomon Islands Government. Across the public service, the ministry is responsible for the financial reporting, preparing and managing the annual recurrent budget.

The Solomon Islands Inland Revenue Division supports the Ministry in fulfilling its mandated responsibility by maximising the annual revenue collection to ensure the ministry's objectives are met and most so to improve the lives of all Solomon Islanders.

The position of Support Services Officer will contribute to the organisation functions and strategies by managing the operations of the IRD logistical, procurement and payment functions, administration of daily office operations and ensuring issues with office assets are being resolved.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Ensure the IRD Asset Registry is effectively managed and updated when new office equipment is procured.
2. Effectively manage office equipment.
3. Monitor and track status requests for telecommunications, faulty air conditioning, electrical and plumbing issues.
4. Ensure that all issues and faults are managed and resolved in a timely manner.
5. Monitor and track IRD payment progress for purchases, and provision of office services.
6. Undertake some aspects of the IRD procurement process including taking delivery of goods, checking of goods against orders, and filing copies of procurement documentation.
7. Organise overseas and domestic travel for IRD staff when required including making travel bookings, arranging accommodation and travel allowances.
8. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

SECTION D - KEY DELIVERABLES

The occupant of this position will have their performance assessed according to following key deliverables:

1. IRD Asset Registry provides an effective service to all IRD, including maintenance of efficient file recording and movement systems and timely file updating.
2. Ensure Asset Registry records are kept up to date.
3. Accurate checking of delivery of procured goods.
4. Maintenance of comprehensive and accurate procurement documentation.
5. Timely and effective provision of travel arrangements for IRD staff as required.
6. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E - QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications:

Certificate or diploma in business, finance or accounting.

Desirable Qualifications:

A minimum of 12 months relevant work experience.

Capabilities Required:

1. General experience in the purchasing of goods and dealing with suppliers.
2. Experience in making travel arrangements both internationally and within the Solomon's.
3. Experience with establishing an asset registry.
4. Basic understanding of procurement and purchasing procedures in an organisation.

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

KSC1. Ability to deal confidently with suppliers of goods and services.

KSC2. Ability to provide quality customer service to internal and external customers.

KSC3. Well-developed written and verbal communication skills.

KSC4. Well-developed computer skills including in use of Word, Excel, Outlook and internet.

KSC5. Good time management skills.

KSC6. Ability to effectively manage personal workload – solving problems and making decisions to ensure timelines and targets are met as detailed in individual workplans.

KSC7. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

KSC8. Demonstrate a commitment to gender equity in the workplace.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$1,904.05 - \$2,368.23

Annual Salary: \$49,505.29 - \$61,574.10

Annual Leave entitlement: 21 days

Other Conditions of Service relevant to this position:

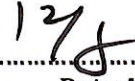
- 15% housing allowance is paid per fortnight if housing is NOT provided.
- 23% special duty allowance paid per fortnight based on annual salary.

SECTION H - APPROVAL (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:



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Permanent Secretary/Responsible Officer



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Date Approved

Additional Comments:

