

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnerships, enhances excellence, and provides education and skills that promote sustainability through research with real-world impact and contributes to self-development.

1. POSITION DETAILS

Position : IT Inventory & Procurement Officer

Grade 3

Incumbent : Mr/Ms

Division : Division of Information Technology Services

Department : Department of Client and Services

Location : Samabula Campus

Reports to : Director Information Technology Services through Manager Client Services.

2. PURPOSE

The inventory officer is required to manage the IT stores and ensure a sufficient supply of materials. The inventory officer will ensure lists of frequently purchased hardware items are tendered at least once a year and preferred supplier selected through the tender process.

1. Maintain the order lead time for each product to ensure timely orders with just-in-time delivery to avoid liabilities arising because of over procurement and storage.
2. Ensure that the newest models and supported models of products are ordered following the University Standard Computer specification policy.
3. Provide support to the IT Management in the delivery of inventory system changes and in the procurement of new equipment best suited for the University.
4. Support the implementation of new technology and continual improvements in the functionality of the IT operations and contributing to and maintaining existing IT documentation and procedures.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: Team Leader – Service Desk/NOC & Stores

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting to You	No of Staff Reporting to Them

4. KEY ACCOUNTABILITIES

A) Procurement and Inventory Management

- To receive requests from customers: where the request is for standard equipment, raise Internal Requisition Order (IRO) with the specification of equipment required, quantity, and any special requirements. When a non-standard or unusual request is received, to assess the customer's requirements, suggest best value solutions and options from within the agreed range of standard equipment. If necessary, the requestor should seek guidance from Managers / Directors to seek guidance or initiate an evaluation of a new piece of equipment.
- To ensure that all procurement calls are dealt with efficiently and according to the FNU Procurement policy.
- To liaise with suppliers to ensure that they meet organizational purchasing needs, and to advise Managers / Director of any significant issues.
- To be responsible for following agreed procedures for ordering, monitoring, purchasing, receipting deliveries, authorizing payments, and recording IT equipment for IT customers.
- To inform the customer in writing when the order has been placed and when the order has been received, and to advise the customer of any delay or other problem with their order.
- To ensure that an audit trail for each order is maintained, ensuring that requests are put in writing by the customer using appropriate forms where necessary.
- To document procurement process and monitor all incoming & outgoing stock within IT Stores.
- To ensure agreed standards and service levels for delivery are maintained. Ensure preferred supplier contracts are maintained and relevant tenders are called in advance for renewals.
- To be responsible for logging all procurement details on the helpdesk system as appropriate and for ensuring that the information is up to date, clear, accurate, and specific.
- To ensure that equipment received is labelled to agreed standards and that an audit trail is maintained.
- Monitor all ITS procurement and Inventory processes and provide relevant communications and liaisons with the FNU community and external parties.
- To ensure tidiness of IT Store Room and provide a weekly stock level report.
- Keep a record of all campuses' inventory and asset movement within FNU Campuses.
- To coordinate all campus Board of Survey (BOS) equipment, verify by IT Regional Leaders, and submit for approval.
- To coordinate all return or warranty equipment from campuses and make arrangements with vendors.
- Responsible for the ordering of collections of written-off IT equipment, liaising with the IT Heads and Finance to ensure it is disposed of as per policy.
- To ensure that all required paperwork is collated, filed, and recorded according to ITS procedures.

B) Technical and Operational Management

- Candidate must have hands-on experience dealing with networking, Internet, security, backup strategies, data communications, telecommunications systems, Wi-Fi, collaboration solutions, software licensing, network monitoring, application development, prepare specifications and carry out tender evaluations, project management, dealing with latest technology and demonstrated experience in IT operational management.

- Liaising with the Operational Teams to ensure equipment is deployed to the appropriate users and in a timely manner.
- To continuously review, update, and implement purchasing processes & procedures, including maintaining online and paper versions of the standard equipment catalogue and to inform ITS Senior Management where improvements may be made.
- To organise and attend meetings and present relevant updates to staff.

C) Compliance and Administrative Duties

- To ensure all tasks are carried out with due regard to Health and Safety.
- The evolving needs or emphasis of the University will require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the employment contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties intentions at the time of the offer of the job and acceptance of the offer.
- Perform all administrative duties assigned by the supervisors.
- To carry out other duties and/or responsibilities related to the efficient and effective functioning of the Division, as directed by the Director / Managers.
- To undertake any related responsibility assigned by the Director in furtherance of the work and welfare of the Division and the University.
- To always uphold the good name, credibility, and profile of the University within and outside Fiji.

5. KEY CHALLENGES

- This role requires working at odd hours to support the operations of the university.
- Keeping up-to-date with changing technologies and inventory system.
- Decision making in an environment of a high level of ambiguity and resistance Heads of Colleges/Divisions to accept change.
- Ensuring conformity in implementation of policies and processes in an organization with diversity in people and organizational culture.

6. AUTHORITY LEVEL

Operating Expenditure	:	N/A
Capital Expenditure	:	
Others	:	

7. QUALIFICATION & EXPERIENCE

Qualification

Essential

Diploma in Information Technology, Information Systems with Finance or Accounting background or related

Desirable

Bachelor's degree in Information Systems with Finance or Accounting background or related

Experience

Essential:

- Four years of IT experience with atleast 1 yeat managing inventory for a large organisation.
- Experience in carrying out physical inventory of equipments, requires lifting and storing of equipment including delivery to sites.

Desirable:

- Applicants should have experience working in a large environment and geographically distributed dealing with multi skilled teams, reports, analysis and making recommendations including managing multiple Vendors and both contracted and non-contracted. Collaborations skills dealing with other departments and outside parties.

8. KNOWLEDGE & SKILLS

- Ability to use own initiative, organize own work and ability to plan and manage the work of the team, balancing conflicting priorities and workload to meet organizational objectives and deadlines.
- Superior time management and multi-tasking skills, flexibility and adaptability to thrive in a fast-paced, high-demanding, constantly changing environment.
- Excellent Excel and Office 365 (Sharepoint) Skills.
- Candidate must be responsible for raising IRO's, ordering, monitoring, purchasing and recording of ITS Equipment for FNU ITS Department and ensuring that the customer is well informed on the progress of the order.
- To ensure that equipment received is labelled to agreed standards and that an audit trail is maintained
- To ensure that all procurement calls are dealt with efficiently and according to the FNU Procurement policy
- To be responsible for ensuring that paperwork is collated, filed and recorded according to ICT procedures
- Carry out a physical inventory of equipment, requires lifting and storing of equipment including delivery to sites
- Ability to use own initiative, organize own work and ability to plan and manage the work of the team, balancing conflicting priorities and workload to meet organizational objectives and deadlines.
- Superior time management and multi-tasking skills, flexibility and adaptability to thrive in a fast-paced, high-demanding, constantly changing environment.
- Incumbent should be a team player and be able to follow processes and procedures, self-disciplined, self-starter, professional who can successfully manage the ITS Inventory system and data.
- Ability to provide support to the IT Management in the delivery of system changes and in the development of Inventory and Procurement solutions to improve business operations.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Director Estates & Facilities, Director Capital Projects and Infrastructure, Manager Projects, Manager Institutional Planning, Director Finance, Senior Manager Finance, Director HR, Academic Office, Vice Chancellor, Pro-Vice Chancellor(s), Dean(s), Director Marketing, Associate Dean(s), Directors, Registrar, Teaching Staff, Student Association and students' representatives	Daily

EXTERNAL	Frequency
Industry, Vendors- (local & international), FINTEL, TFL, Vodafone, Telecom Authority of Fiji, FHEC (Ministry of Education), Students, School/Department Principals, NGOs and External Institutions/Universities USP, UoF, Pacific Island Telecommunications Association (PITA), FTIB	As and when required

10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.

11. CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

Mr./ Ms.

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Signature

Mr. / Mrs.

Date

Director Information Technology Services

I approve the delegation of responsibilities outlined herein within the context of the attached organisational structure.

Signed:

Mr. / Mrs.

Date

Director Human Resource

Fiji National University.