

Issue Date: 20230125

Review Date:

## **TERMS OF REFERENCE FOR**

Post Holder:

Full Title: 30 CDO LOG SUPPORT LOGISTIC SGT

Short Title: QM DEPT ACCT MANAGER

### **Part 1: Job Summary**

#### **PREAMBLE**

#### **PURPOSES**

1. Primary Purpose. To manage 30 Cdo MJDI Accounts iaw current regulations
2. Secondary Purposes. To manage the Unit's Articles in Use register iaw current regulations

#### **ACCOUNTABILITY**

3. CO 30 Cdo IX GP RM
4. QM 30 Cdo IX GP RM

#### **AUTHORITY**

- 5.

#### **TASKS**

6. The post holder is to carry out the following tasks:
  - a. Maintain Logistical Operational capability
  - b. Manage Unit MJDI accounts
  - c. Manage the Unit AinU register
  - d. Conduct purchasing EPC/CP&F
  - e. Process Unit Losses, including Trivial and Small Stores Losses
  - f. Process Discrepancy Reports
  - g. Manage and develop junior personnel within the Dept

#### **ESTABLISHMENT DUTIES**

7. 6. The post holder will carry out the following Establishment Duties:
  - a. Duty Officer

#### **COMPETENCIES**

8. The post holder is to be a

	<b>COURSE REFERENCE</b>	<b>SKILL LEVEL (ADV/INT/BASIC)</b>
	MJDI MA Cse	BASIC
	MJDI UAA Cse	INT
RM SA1 or RN Equivalent	RM SA1 Course	INT

## **Part 2: Key Change Objectives**

(To be agreed between employee and Line Manager annually or on taking up the post)

1. During the next 12 months, the post holder is to direct his efforts to achieve his primary and secondary purposes, with the following specific targets:

- a. Manage the Unit Accounts in preparation for the Logistics Supply Assurance & Inspection.
- b. Manage the Unit AinU's in preparation for the Logistics Supply Assurance & Inspection.
- c. Meet all purchasing obligations and conform to auditing regulations
- d. Process Unit Discrepancy reports and Losses iaw current regulations.

Signature of Job Holder

Signature of Line Manager

Date:

Date: