

Issue Date: 20230125

Review Date:

**TERMS OF REFERENCE FOR**

Post Holder: AB SC

Full Title: 30 CDO LOG SUPPORT LOGISTIC MNE

Short Title: QM DEPT LOG SC

**Part 1: Job Summary**

**PREAMBLE**

**PURPOSES**

- 1. Primary Purpose. To carry out logistical Supply Chain Duties
- 2. Secondary Purposes. To process MJDI Supply Chain Duties

**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. Conduct supply chain functions using MJDI
  - b. Maintain physical security of Unit equipment
  - c. Conduct backloading of equipment iaw current regulations
  - d. Conduct checks and controls iaw current regulations
  - e. Carry out stocktaking iaw current regulations
  - f. Carry out archiving processes iaw current regulations
  - g. Carry out the movement of heavy equipment utilising a Forklift

**ESTABLISHMENT DUTIES**

- 7. 6. The post holder will carry out the following Establishment Duties:
  - a. QM Dept duty staff

**COMPETENCIES**

8. The post holder is to be a

	<b>COURSE REFERENCE</b>	<b>SKILL LEVEL (ADV/INT/BASIC)</b>
	MJDI MA Cse	BASIC

## **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. Carry out all Logistical processes in line with current regulations in preparation for the Logistical Supply assurance & Inspection.
- b.
- c.

Signature of Job Holder

Signature of Line Manager

Date:

Date: