

LOGISTICS OFFICER JOB DESCRIPTION

Key Performance Areas (4 – 6)	% of time spent	Activities / Objectives / Tasks	Results / Outcomes	Competencies
1) Scanning test answer sheets	25	<ul style="list-style-type: none"> ○ Overseeing the scanning and editing of test answer sheets. ○ Ensuring that correct scanner applications and naming conventions are used 	<ul style="list-style-type: none"> ○ Prioritizing scanning outputs to meet deadlines ○ Data outputs matching test memo's and paramaters 	Ability to identify and associate various tests and their scanner applications. MS Excel and Access
2) Setting up and installing various scanner applications and trouble shooting technical scanner problems	5	<ul style="list-style-type: none"> ○ Liaising with data manager and CSX re scanner applications ○ Solving technical scanner problems & scanner maintenance 	<ul style="list-style-type: none"> ○ Scanner applications are tested and ready when needed ○ That scanners are available and running smoothly when needed 	Computer literacy and knowledge of scanners & scanner applications
3) Problem solving data anomalies for data manager	5	<ul style="list-style-type: none"> ○ Liaising with data manager to solve data irregularities and/or inconsistencies ○ Pulling scripts for re-checking 	<ul style="list-style-type: none"> ○ Correct data records for scoring test taker results ○ Archiving scripts to be readily accessible when needed 	Familiarity of working with large data strings and data sets. Ability to organise
4) Controlling test stock and general record keeping	30	<ul style="list-style-type: none"> ○ Keep up to date records of tests and testing materials ○ Monitoring & ordering of test stock 	<ul style="list-style-type: none"> ○ Up to date electronic, and printable hard copies of all tests and test materials records ○ Test available on demand 	<ul style="list-style-type: none"> ○ MS Excel and Access. ○ Record Keeping
5) line managing office assistants and scanner operators/data editors	10	<ul style="list-style-type: none"> ○ Train and line manage office assistants and inform Project Manager of human resource requirements. ○ Train and line manage scanner operators and data editors and inform Data Manager of human resource requirements. 	<ul style="list-style-type: none"> ○ Office assistant staff organized into well functioning teams to perform various activities. ○ Scanner Operators and data editors are up to date on data requirements for various testing sessions and that deadlines are met 	Ability to motivate staff and keep abreast of new developments in scanning.
6) Dispatching and receiving tests and test materials	25	<ul style="list-style-type: none"> ○ Ensure that tests & test materials are dispatched timeously and correctly ○ Ensure that tests and test materials are correctly booked in and reconciled with dispatch records 	<ul style="list-style-type: none"> ○ That all venues receive the tests and materials allocated. ○ That test security is safeguarded at all times and that there are no discrepancies between dispatched and received consignments 	<ul style="list-style-type: none"> ○ Multi-task and attention to detail. ○ Prioritising