

Post Title	Assistant Tally Clerk	Salary Grade	Grade 14-12
Reporting Officer	Branch Manager	ER 2024 #	1
Department	Port Operation	Location	KPA, Kiritimati
Scope of work	The post holder will be responsible for the daily release of cleared imported cargoes and keeps a record of released and exported cargoes into the database system.		
Minimum Qualification Requirement (MQR)	<ul style="list-style-type: none"> a. Form 6 certificate. b. Proficient in Microsoft office applications- preferably access and excel c. Excellent communication skills both in English and Kiribati d. Customer service oriented e. Ability to provide reporting on uncleared storage cargoes. f. No criminal convictions g. Must be physically and mentally fit h. Age preferred is between 20 to 55 years 		
Duties of the Post	<ol style="list-style-type: none"> 1. Posting of Manifest, Discharge/Load List into the database. 2. Posting of Cleared cargoes against Manifest database. 3. Recording the number of discharge/load/shifting on Board/re-stowing containers including break bulk/loose cargoes during vessel operations. 4. Identifying dangerous goods on the yard and on ships during vessel operations. 5. Checking and verifying that all import/export documents submitted by consignees have been stamped by relevant parties such as Shipping Agent, Customs, Health and Quarantine before releasing/exporting. 6. Stamp clearance cargo documents before using KPA Release Note for releasing 7. Stamp export cargo documents if listed in the load list. 8. Physically count or tally cargoes to ensure the number matched with what has been stated on the release documents prior releasing it from the yard. 9. Keep a record of additional /extra break bulk cargoes and to store in the warehouse. 10. Raising Storage and Freezer plug in charges to consignees. 11. Provide Cleared Cargo list to the Yard Planners 12. Handing over documents to consignees to submit it to the Yard Planners 13. Posting Release Notes and release documents into database 14. Filing copies of release documents in appropriate files so that they can be easily located for future record and reference. 15. Maintaining, updating and keeping a daily record of unpack containers and break-bulks being transferred to the warehouse. 16. Performing any other duties that may be assigned by supervising officer from time to time. 		

Submitted by	HRM	Signature Date	
Approved by	Chief Executive Officer	Signature Date	