

TORs: NATIONAL STOREKEEPER – PEI

POST TITLE: National Storekeeper – PEI
Will be named as: National Storekeeper- PEI

TYPE OF POST: Supply Chain/Vaccine Management
Federal EPI (From Monday – Thursday), NEOC (Every Friday to support NVMO for vaccine report). 75% of time allocated for PEI activities

DUTY STATION:

SUPERVISOR: Deputy Director Operations, Federal EPI & Health Officer Polio UNICEF

TYPE OF CONTRACT: Special Services Agreement under third party vendor

SALARY: Rs. 52,000/month lump sum

START DATE: Soonest possible

DURATION: Initially until 31/12/2021, may be continued based on requirement & need of the programme with mutual agreement of UNICEF & Federal EPI Health Department on recommendations of supervisor

DATE PREPARED: 13/05/2022

ORGANIZATIONAL SETTING

The position is primarily based at Federal EPI Store and NEOC. The Staff member will work under direct supervision of Deputy Director Operations Federal EPI with contractual oversight & technical guidance from Health Officer Polio based in UNICEF Country Office. The candidate will support the Deputy Director Operations Federal EPI and Vaccine Management Team of National EOC for PEI Vaccines.

PURPOSE OF THE POST (*Justification*)

The overall purpose of this position is to provide warehousing support for PEI vaccines in an effort for effective vaccine management through efficient logistics, proper vaccine management, and a well-functioning cold chain system to support Polio Eradication Initiative in specific.

MAJOR DUTIES AND DELIVERABLES:

Under the direct supervision of the Deputy Director (Operations) Federal EPI and UNICEF Health Officer (PEI) based in PCO UNICEF/NEOC, the incumbent will provide support at country level, which includes:

1. Issuance to Provinces/Areas as per allocation of NEOC for all activities (NIDs/SNIDs PTP/Case response) *Deliverable:* All vaccine dispatched to 100% provinces five days before campaign. Dispatch vouchers for every campaign available to update the database immediately after completion of issuances.
2. Receiving of PEI Vaccines and Logistics with updated record keeping. *Deliverable:* 100% Vaccine receiving data for all received consignment available for updating the database.

3. Record keeping, complete documentation (all VM forms) and manual ledger of the Issue and receive vouchers of PEI vaccine especially type 2 vaccines Deliverable: Complete dispatch vouchers and manual vouchers for type 2 vaccine available at Federal store for updating database.
4. Facilitate issuance of OPV to provinces for outbreak responses, sometimes on urgent basis with short timelines as and when needed. Deliverable: 100% outbreak vaccine dispatched to provinces/districts and no OBR delayed or cancelled due to delay in vaccine supply from Federal store. Complete record of vaccine vouchers available to update the database immediately after every OBR vaccine issuance.
5. Facilitate monthly issuances of PTP vaccine as per NEOC official notification. Deliverable: Monthly issuance vouchers to all provinces available to update database
6. Support VMO for weekly vaccine report of federal store. Deliverable: Complete information provided for 4/4 reports every month
7. In future, provide support for storage and issuance of nOPV2 at federal warehouse as and when introduced in country. Deliverable: nOPV2 CCL protocols met at Federal store as per SOPs
8. Coordination with Vaccine Management officers, NEOC/PEOC regarding vaccine issuance and receipt data.
9. Liaison with Provincial storekeepers through FDI for polio vaccine issuance.
10. Physical stock count of PEI vaccines. Deliverable: Filled template submitted to VM team after physical counting of PEI vaccine at federal store & record maintained. This counting will be done after complete issuance for every SIA.
11. Reverse logistics of the vaccines with complete documentation under the supervision of the supervisors. Deliverable: Report to VM team on cold chain condition of 100% returned PEI vaccine to Federal store immediately at the time of receiving, document and maintain all records.
12. Provide support for safe disposal of PEI type 2 vaccine and its waste when required at Federal level.
13. Provide support for EPI vaccine issuances when required.
14. Provide support to NEOC Vaccine Management team on any other assigned tasks.

WORKING RELATIONSHIP

13. EPI Deputy Director EPI and National & Provincial EPI Store staff.
14. NVMO for Technical guidance with the oversight of Health Officer-Polio
15. Logistician NEOC for technical guidance with the oversight of Health Officer-Polio

EDUCATION

Bachelor's Degree with related experience in supply chain and logistics management or cold chain related technical field or other relevant qualifications.

WORK EXPERIENCE

Two years' experience of working in record keeping, preparing ledgers for supply management system. Working with immunization program /PEI/ supply chain & logistics management / cold chain will be an asset.

LANGUAGES

Working written and spoken English and Urdu.

- 3 -

COMPETENCIES

- Technical expertise in Cold Chain, Supply Management, & Vaccines.
- Ability to use computer soft wares, Computer skills, including internet navigation, and various office applications will be an asset.