# Terms Of Reference – Admin & Logistic Assistant

**Purpose Of Assignment**

The Logistics Assistant works to manage and coordinate the supply procurement of materials and items for CBV workforce.  The incumbent tracks and maintains an inventor of supply items and materials.

**Work Type :** Third Party Contracted Staff

**Location :** DEOC Quetta

**Categories :** Logistic Assistant

**Supervisor First :** PCCRO

**Supervisor Second :** CSO

**Remuneration Proposed :** To be given as lump sum of PKR 79,675

**Major Tasks:**

* Assemble and issue required logistics and equipment for CBV field staff as required well in time.
* Coordinate with WHO Provincial/Field office and vendors and arrange for the collection and delivery of CBV related equipment and logistics from warehouse to field.
* Ensure returned logistics and equipment meets required quality standards and specifications.
* Ensure goods are stored correctly to minimize possibility of damage or deterioration.
* Provide support / assistance with the coordination of logistics and other supplies as required
  + Request quarterly demand for printing and purchasing of items with consultation of PCCRO
* Assist with administrative work to ensure the supplies and stocks are correctly documented using standard inventory formats.
* Assist with pre campaign rolling stock take and the monthly stock take, reconciling inventory records with physical counts.
* Assist with the procurement and stocking, maintaining records, preparation of distribution plan and real time dissimilation of all relevant materials.
* Regular meetups with Store keeper/supervisor at EPI for check and balance.
* Ensure accurate inventory control database systems and record maintenance using specific / standard formats and provide the information to WHO focal person at provincial level.
* Submit regular reports for each campaign of supply chain operations including volumes, values, incoming goods, warehouse stocks and distribution.
* Participate in regular warehouse physical inventory counts and submits subsequent inventory reports.
* Undertake any other reasonable duties, assigned by the supervisor.

**Qualification and Experience:**

* Bachelors in supply chain / logistics program or Master degree in management or its equivalent.
* At least three years of professional experience in supply chain management, inventory management and related fields with repute national / international organization.

**Language Requirements:**

* Excellent oral and written communication skills in English and local languages.

**Skills:**

* Very good command of ICT applications. (Excel, Word, Outlook, PowerPoint and Adobe Photoshop or other relevant software)