## TERMS OF REFERENCE

## Logistic Assistant – Lab

**Duty station:** Islamabad

**Purpose of the post:** Logistic Assistant- Lab is responsible to ensure the smooth functioning of polio laboratory activities through comprehensive logistics and administrative support.

**Organizational Context:** Under the direct supervision of the Molecular Biologist and overall supervision of the Coordinator Polio Eradication, the incumbent will be responsible to perform the following duties:

1. Perform daily maintenance activities of utilities related to electricity and power supply and prepare plan for preventive actions to avoid power interruptions.
2. Perform small scale maintenance of laboratory building as a preventive measure to avoid frequent wear-and-tear and enhance the life of lab installations.
3. Critically review the facility building and related physical structure and installations used in polio laboratory operations such as liquid Nitrogen manufacturing plant, cold storage room, power generators etc.
4. Prepare report on the needs for any services/maintenance required to upscale the building structure and infrastructure.
5. Support the activities in polio laboratory related to the maintenance of equipment and machines used for the testing purposes.
6. Maintain daily, weekly and monthly logs of equipment maintenance activities including preventive and corrective action records.
7. Any other task assigned by the supervisor and/or management.

**Competencies:**

* Communication
* Teamwork
* Producing results
* Ensuring effective use of resources

**Educational Qualification:**

***Essential:***

Secondary Level degree

**Experience**

***Essential:***

1. A minimum of Three (03) years of relevant experience in facility and utility maintenance work
2. Expertise in inventory management.
3. Strong communication and teamwork skills.
4. Basic computer skills including MS Office