

Logistics Assistant

Qualification: Bachelor's degree preferable in Pharmacy.

Experience: Two to three years of experience in assisting inventory management, store keeping and procurement processes.

Job Summary

Logistic assistant is responsible for receipts, distribution, and inventory of medicines and health products. Also responsible for timely updating of records and assisting in office procurements

Terms of Reference:

- Under supervision of PSM specialist(PR Unit) and, M&E Specialist and Logistic Assistant of PR, the logistics Assistant coordinates with ART Centres and PR unit to ensure efficient supply and safe use of all stock and eliminate wastage and loss.
- Logistics Assistant supports active monitoring of stock and its use at ART clinics and CHBCs in province.
- Logistics Assistant manages the distribution of ARVs to ART centers.
- Logistics Assistant enters consumption data into the proposed LMIS and prepare reports as required.
- Arrange meetings, trainings and Workshops and coordinate with participants, travel agents, hotels etc.
- Arrange logistics for meetings