

Common Unit to Fight against AIDS, TB & Malaria



JOB DESCRIPTION

1) POSITION PROFILE:	
Designation: Deputy Manager Warehouse and Inventory Control	Grade: HR to be filled
Name:	Division:
Department: Procurement and Supply Chain Management (PSCM)	Location: CMU Warehouse Islamabad
2) ORGANIZATIONAL RELATIONSHIPS:	
Reports To: Manager Warehouse & Distribution	Direct Reports to: Manager Warehouse & Distribution
	Indirect Reports to: PSM Head
	Supervises: Inventory Control and Warehouse Officers
<i>This Job Description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as an exhaustive description of all the work requirements inherent in the job.</i>	
3) GENERAL JOB OBJECTIVE:	
<ul style="list-style-type: none"> To assist the Manager Warehouse and Distribution in warehousing activities and in warehouse operational work. Inventories at warehouse are managed, and accounted for in line with warehouse inventory management manual by ensuring the good warehouse practices and minimizing inventory holding cost. Work with other departments and warehouse staff to ensure effective client order management, picking, packing, transport coordination, dispatch and related client services 	
SCOPE OF SERVICES/RULES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> Work under the direct supervision of the Manager Warehouse and Distribution and responsible for the operational activities pertaining to receipt and return of the inventory at the warehouse. Responsible for performing inspection at warehouse along with ICOs. Responsible to review GIWS and GRN. Periodic inventory reconciliation with record. Responsible to review the Inventory Return Note. Responsible to review aging of slow moving inventory items performed by ICO. Manage the inventory levels and inventory records. Responsible for coordination for physical inventory counts. Examination of inventory items requiring special storage through Inventory control officer. Ensure nonexistence of hazardous material near such storages. Shall ensure sharing of hard copy of delivery documents having vehicle details and driver details with the gate staff at the office opening hours on the day of delivery upon receipt of inventory. Intimate to DMW&D regarding the inspection of inventory Ensuring completion of all necessary documents prior to recording of inventory into warehouse. Shall ensure Incorporation of entry into stock register. Shall ensure Preparation of GRN through Inventory control officer. Performance of periodic inventory reconciliations with Inventory team. Filling of New SIC Opening Form into system for inventory recording purposes. Raising of request for visit plan to vendor site in case of direct delivery of inventory at site. Inspection of stock at vendor site. Provision of allocated space to returned inventory. Acknowledgement on return delivery for the returning inventory. Recording of inventory entries and adjustments into system. 	

Common Unit to Fight against AIDS, TB & Malaria



Investing in our future
The Global Fund
 To Fight AIDS, Tuberculosis and Malaria

- Sharing of inventory status with the MW&D.
- Conduct physical inventory count and sharing its report to MWH&D monthly basis.
- Manage shifting of inventory.
- Receipt of inventory and preparation of necessary documentation.
- Allocation of space in warehouse for inventory to be received.
- Any other related role as may be delegated by Manager Warehouse and Distribution, PSM head and CMU higher management, from time to time;

4) WORK INTERACTIONS:

Within Division or Department	Purpose
<ul style="list-style-type: none"> ◆ All Units (Procurement team, Supply Management team, Programme /Technical unit). 	<ul style="list-style-type: none"> ◆ For Assisting in management of all inventory control & warehousing activities related to receipts & returns.
Outside the Organization	Purpose
<ul style="list-style-type: none"> ◆ Service Donors ◆ Supplier Firm, and Freight Forwarding firm. ◆ Government 	<ul style="list-style-type: none"> ◆ Receipt of Goods from vendors. ◆ Goods Inspection Worksheet (GIWS) ◆ Space allocations ◆ Goods Receipt Notes (GRNs)

5) QUALIFICATION & EXPERIENCE:

Qualification	Skill Set
<ul style="list-style-type: none"> • Master's Degree in Management sciences/Master's in Commerce/ Master's in Supply chain management. • Applicants with B. Pharmacy/PharmD shall be given preference. • Maximum age:50 Years 	<ul style="list-style-type: none"> • Highly developed analytical and strategic thinking capacity. • Ability to work under high pressure in a complex and changing environment. • Ability to work in close partnership with a wide range of national and international organizations. • Excellent organizational skills. • Ability to be proactive and fast in decision-making. • Ability to come up with innovative ideas and solutions.
Experience	
<ul style="list-style-type: none"> • Minimum of seven (07) years working experience of in warehouse management, supply chain management or logistics management in a busy organization, handling health products. • Experience working with the public health sector, health based INGO, Global Fund/United Nations funded programme(s), vertical AIDS, TB & Malaria programmes will be preferred. • Excellent report writing skills, presentation skills, computer skills with hands-on Ms. Word packages and experience working with ERP, WMIS and LMIS systems is desirable. 	