

Common Unit to Fight against AIDS, TB & Malaria



JOB DESCRIPTION

1) POSITION PROFILE:	
Designation: Warehouse Stock Officer	Grade: HR to be Filled
Name:	Division:
Department: Procurement and Supply Chain Management (PSCM)	Location: CMU-Islamabad
2) ORGANIZATIONAL RELATIONSHIPS:	
Reports To: Manager Warehouse & Distribution	Direct Reports to: Deputy Manager Warehouse
	Indirect Reports to: Manager Warehouse & Distribution
<p><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></p>	
3) GENERAL JOB OBJECTIVE:	
<ul style="list-style-type: none"> • To assist the deputy manager warehouse distribution in warehousing activities and in warehouse operational work. • To achieve the warehousing objectives by ensuring the proper record keeping and by following standards of good warehousing and good storage practices. Provide assistant and support in warehouse operational activities in an effective manner. 	
SCOPE OF SERVICES/RULES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Responsible for issuance, shifting, maintaining of record related of inventory. • Maintenance of temperature for cold storage equipment. • Record and maintenance of temperature sheet for each equipment. • Locking, sealing and signing the secure storage. • Ensuring that no hazard material such as tyre, wood material, POLs etc. are placed near storages. • Responsible for space arrangement confirmation for upcoming inventory in warehouse. • Responsible for inspection of inventory. • Responsible for reporting about shelf inventory life if different from desired. • Shifting of supplies form quarantine area to parking area in the warehouse upon receipt of signed copy of GRN. • Stacking of inventory at the designated place in the warehouse. • Update Bin Cards on the stacked inventory. • Reconciliation of Bin Card with the Inventory Manual Ledger. • Performance of cost benefit analysis and evaluates available dispatch options. • Preparation of pick list from approved Inventory Requisition Form. • Preparation of SIV. • Arrangement for shifting of inventory from warehouse to concerned vehicle. • Ensuring shifting of inventory with due care. • Performance of tagging on all carton and boxes. • Fill the Gate Pass Outward form. • Maintenance of all record of shipment documents. • Updating of bin card. • Performance of periodic inventory reconciliations. • Arrangement for reverse logistic formalities. • Review of Inventory Adjustment Form prepared by ICO. • Facilitation the stock take process. • Responsible for transfer inventory and preparation of necessary documentation. • Responsible for shifting an inventory within same premises form one location to another. • Responsible for provision of up to date information on distribution. • Prepare schedule/ distribution plan for delivery of items. 	

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- To ensure the operational compliance pertaining to cleanliness, installation, validation of fire extinguishers, smoke detectors and alarm system and functioning of CCTV camera.
- Any other task assigned by Warehouse Manager & Distribution.

4) WORK INTERACTIONS:	
Within Division or Department	Purpose
◆ All Units	◆ For Assisting in management of all inventory control & warehousing activities related to receipts & returns.
Outside the Organization	Purpose
<ul style="list-style-type: none"> ❖ All PMDT sites, SR's Warehouses. ❖ Logistic and Hired courier service firm. ❖ Government 	<ul style="list-style-type: none"> ❖ Maintain of Bin Cards ❖ Stock Issuance Vouchers
5) QUALIFICATION & EXPERINCE:	
Qualification	Skill Set
<ul style="list-style-type: none"> • Master in Business Administration/Commerce/Economic/public administration/procurement/Supply Chain Management • 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 five (05) years post qualification working experience in warehouse and stores operations, supply chain management, logistics management in a busy organization. • Previous experience with government, donor agencies and working knowledge of the United Nations and Global Fund is an advantage. • Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of web-based management systems (ERP, WMIS) is desirable. 	