|  |
| --- |
| **Logistics Officer** |
| **1. Job Environment** |
| **Position Information:** | **Reporting Lines:** |
| **Division:**  General Support Services**Department:** Logistics**Position:**1**Location:** Head Office**Duration:** On going | **Report To:** Director Admin & Manager Admin**Directly Supervise:** Logistics AssociatePurchase Associate  |

|  |
| --- |
| **2. Job Objective**  |
| To provide Rahnuma programmes with logistics support for location operations, managing the supply chain, asset management and providing training to programme staff; liaising with Regional teams for Partner procurement. |

|  |
| --- |
| **3.Functions of the Position** |
| 1. To procure and distribute on a regular and timely basis contraceptives and other relevant commodities.
2. Co-ordinate with government, Regions/ PMOs/ Projects commodity and contraceptives requirements and supply.
3. Disposal of surplus and unserviceable stores in conjunction with the approval of competent authority.
4. To arrange write off sanction for unserviceable stores from competent authorities/ Government departments.
5. To authorize receipt and issue of commodities and contraceptives.
6. Compilation of formats/ reports/data according to laid down procedure for submission as prescribed.
7. Prepare situation reports on contraceptives.
8. Institutionalize the Renewal of Transport Plan and verification of physical Assets on an annual basis.
9. Validation of stores in case of doubts as and when ordered by the tender committee or the sanctioning authority.
10. Maintaining stock of ledgers and accounting of stores on charge of store section.
11. Performing any other tasks assigned by the Director Administration.
 |

|  |
| --- |
| **4. Interaction** |
| **Within the organization** | **Outside the organization** |
| Regional StaffPMO StaffHead OfficeGovernance  | VolunteersDonorGovernment of PakistanPartner organizationsMarket Based Other NGO |

|  |
| --- |
| **5. Competencies** |
| **Interpersonal Skill** Presentation Report Writing Communication | **Leadership Skills** Team BuildingConflict HandlingDecision MakingMotivating Others | **Management Skills**PlanningTime ManagementCoordination | **Technical Skills** AnalyticalCollaboration DedicationBudgeting |

|  |
| --- |
| **6.Desired Profile of Incumbent Person Specification** |
| **1.Education/Qualification:** | **2.Work Experience & Traits:** |
| MBA in Supply Chain, Masters in Social Science, Health or Equivalent | Minimum 2 years experience on the same position in social sector around the theme of RH/SRH & Rights |