

## Term of Reference

(AMDA Nepal, Vacancy # 5765/03/2018)

1. **Job Title:** Pharmacy/Store Associate
2. **Level/Step:** Special Service Agreement
3. **Duty Station:** Based in AMDA Nepal, PHCP for BR office in Jhapa
4. **Types of Appointment:**  
Special Service Agreement (Initial up to 31st December 2018 with one-month probation period, possibility of extension.)
5. **Starting Date:** 1 July 2018
6. **Background information:** For detail information please, refer AMDA Nepal Website (amda.org.np). Orientation/induction pack, brochure and other relevant materials are also provided during induction to new staff.
7. **Job Purpose:** Ensure efficient management of base and camp level commodities (Medicine, Equipment, Stationary, Utilities and Assets) at AMDA- PHCP.
8. **Salary Scale:** Gross Rs. 450,530.00 per year.
9. **Major responsibility:**
  - a. **Procurement, Storage and Deliveries of Supplies**
    - Assist procurement & tendering of commodities. (Medicine, Equipment, Stationary, Utilities, Assets)
    - Ensure that all required commodities of AMDA primary health centre at different camps are supplied on time.
    - Ensure proper storage of procured commodities in base store and camp- stores and up-to-date record keeping and security of all commodities.
    - Monitor the proper utilisation of the issued commodities and utilization before expiry of commodities.
    - Work closely with camp store in-charges, procurement committee and other related officials in tendering process and management.
  - b. **Liaison & Coordination**
    - Maintain a close liaison with the procurement desk in AMDA Nepal. Kathmandu, partner agencies and stakeholders for the smooth procurement, storage and supply of medical/non-medical supplies and commodities.
  - c. **Reporting**
    - Maintain inventory records and prepare consumption/stock reports on time.
    - Report to the health coordination and line manages camp store persons.
10. **Qualification and Experience:**

**Basic**

  - Bachelor level passed in Pharmacy and having valid council registration certificate.

**Preferences**

  - Basic computer skills (Inventory Mgt Software skill).
  - Work experience in the field of medical and general store.
  - Good spoken and written skills in Nepali and English languages.
  - Excellent communication skills and interpersonal relationship.
  - Willing and able to work long hours in fairly demanding conditions.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_