

## Term of Reference

**Post Title:** Procurement and Supply Management (PSM) Assistant

**Duration:** One year with possible extension

**Duty Station:** National Centre for AIDS & STD Control (NCASC)/Logistics Management Division, Kathmandu

### **Duties and Responsibilities:**

Under the overall guidance and supervision of the Director of NCASC, the PSM Assistant will support in the preparation bidding documents, listing vendors, documentation of procurement activity, assets verification in respect of procurement of HIV and AIDS health, non health products and services.

- Assist in procurement of health/non-health goods and services.
- Assist in recording and reporting of procurement related activities.
- Update list of vendors of health and non-health goods including services agents.
- Assist in assets verification, its recording and reporting.
- Update data base using prescribed software.
- Frequent travel to service delivery points and identify issues of PSM.
- Others duties as may be assigned by the Director and focal person.

### **Required Qualification:**

- Bachelor's degree in Business Administration or related field.
- At least 2 years experience in supply chain management of health commodities.
- Ability to work under pressure and with limited supervision.
- Proven interpersonal, communication and negotiation skills.
- Advanced skills in Ms Office, Ms Excel and Ms PowerPoint.

### **Language Requirements:**

- Good written and spoken language skills in English & Nepali.