

Term of Reference

Post Title: Pharmacy Assistant

Duration: One year with possible extension

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

Duties & Responsibilities: Under the overall guidance and supervision of the Director of NCASC, the Assistant Pharmacist will store HIV and AIDS commodities and related supplies according to storage guidelines and assist in the distribution of HIV commodities and drugs properly on time.

- Prepare and issue HIV/AIDS commodities to service delivery points, hospital and NGO's as per the order on the combined report and requisition
- Assist in conducting physical inventory of HIV/AIDS, STI/OI commodities, laboratory reagents and other related commodities.
- Store HIV/AIDS commodities and related supplies according to storage guidelines.
- Provide on-site monitoring and coaching to the service providers at the service delivery points on HIV Commodities management, LMIS and other logistics issues.
- Frequent travel to service delivery points for monitoring of logistics management activities.
- Others duties as may be assigned by the Director and focal person.

Required Qualification: Diploma in Pharmacy or equivalent.

Work Experience and Competencies:

- At least two years experience in related field.
- Knowledge of pharmaceutical and health product procurement and supply management.
- Experience on ware-house management will be an asset.
- Ability to work with a minimum supervision.
- Ability to communicate in a simple and clear manner.
- Computer skills in MS Excel, MS Word, and other database.

Language Requirements:

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