

**Global Fund Round 9 – HIV and AIDS  
Nai Zindagi – Pakistan  
Principal Recipient-1  
(Phase-2)**

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**TERMS OF REFERENCE  
For  
WAREHOUSE ASSISTANT**

**PROJECT DESCRIPTION**

The Global Fund for AIDS, TB and Malaria (GFATM) has approved Round-9 HIV Grant for Pakistan which will be implemented by National AIDS Control Program (NACP) and Nai Zindagi Trust (NZT) as Principal Recipients (PRs). The PRs will be responsible to implement various objectives of the overall Grant.

NZT is required to implement activities under objective 1 - *Scale up comprehensive HIV prevention and harm reduction services to 34,000 IDUs, 3,300 spouses and partners of IDUs in 29 selected districts of Pakistan*. The project will be implemented with the help of sub-recipients (SRs) who will be directly involved in reaching out to street-based injecting drug users for delivery of defined HIV Prevention and harm reduction services.

**POSITION OBJECTIVE**

To assist in warehousing activities pertaining to distribution and logistics (Loading, unloading of product etc) services.

**SCOPE OF SERVICES**

- Assembling of warehouse racks.
- Organizing the systematic storage of material
- Coordinate with centers regarding logistics and other matters related to logistics
- Assist warehouse officer in sorting and placing materials on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code.
- Conducting the smooth functions relating to requisition, receipt, stacking, and dispatch of goods and supplies.
- Responsible for handling courier services/logistics and distribution arrangements
- Assist warehouse officer in counting inventory on a rotating basis to ensure accurate inventory records
- Support in updating LMIS (Logistics Management Information System)
- Provide assistance in warehouse administration
- Follow instructions of Manager Warehouse regarding protocols for warehouse cleanliness and rack arrangement.
- Support Staff Warehouse will be reportable to Manager Warehouse.
- Take on any other tasks identified by Manager Warehouse that may be necessary to ensure proper and timely management of warehousing function

**EXPECTED OUTPUT**

Provide assistance and support in warehouse activities in an effective and efficient manner during the implementation of the Global Fund Round-9 project.

**DURATION**

The appointment period will be for two years.

**DUTY STATION**

Islamabad

**QUALIFICATIONS/SPECIALIZED KNOWLEDGE/EXPERIENCE REQUIRED**

1. Bachelors degree
2. Minimum 2 years past experience of warehouse support activities
3. Demonstrated flexibility and openness in responding to changing work priorities and environment.

*You are advised to visit the Global Fund website to familiarize yourself with the Global Fund and particularly information related to your position, when applying.*