



**Position Title: THIS Warehouse Assistant (1 position)**

**Reports to:** Procurement Officer - Warehouse and property Log

**Employment Type:** Full-time

**Job Location:** Dar es Salaam

**Travel:** Up to 10% in intervention districts outside of job location

**About THIS 2022-2023:**

The Tanzania HIV Impact Survey (THIS) is a national population-level HIV impact assessment (PHIA) conducted with support from the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and technical assistance through the U.S. Centers for Disease Control and Prevention (CDC) and ICAP at Columbia University. THIS is being led by the Government of Tanzania (GoT) through Tanzania Commission for AIDS (TACAIDS) and Zanzibar AIDS Commission (ZAC), and the Ministries of Health (MoH) of Mainland and Zanzibar, National Bureau of Statistics (NBS), the Office of Chief Government Statistician (OCGS), and the President's Office Regional Administration and Local Government (PORALG). The survey will be implemented by NBS, OCGS, and ICAP in collaboration with local partners, including the National Institute of Medical Research (NIMR), the Zanzibar Institute of Health Research (ZAHRI), Public Health Laboratories, the National AIDS Control Program (NACP), and the Zanzibar Integrated HIV, Hepatitis, Tuberculosis and Leprosy Program (ZIHHTLP).

**Overall Job Function:**

The THIS Warehouse Assistant will be responsible to execute stock management activities (receipt, storage, and issuance to projects or other departments of medical supplies, tools, equipment and/ or other logistics materials, according to the line manager's instructions and as per ICAP standards and protocols to ensure the overall functioning of ICAP activities. S/he is a key member of the warehouse team and will assist the implementation of quality and timely stock management activities. As part of the ICAP multidisciplinary team, this position will interact with staff from different levels and different departments.

**Specific Responsibilities and Duties:**

- Receiving orders and deliveries, identifying, and reporting potential discrepancies against cargo manifest, purchase orders or others.
- Updating and/or creating stock cards for all stock items immediately after reception of goods.
- Storing materials in accordance with the system in force to ensure continuous availability ensuring that all items are well organised and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
- Monitoring the store temperature and ensuring cold chain items are stored in an adequate temperature. Keep enhanced control of "sensitive" goods: numbers of lots, expiry dates, packaging, and special storage conditions
- Preparing orders on time before sending goods, and packs (according to transport means) weighs and labels freight with corresponding shipping number, destination, number of shipping units, waybill number, weight, and mode of transport in accordance with the line manager's instructions



- In conjunction with the line manager, performing physical stock counts in accordance with the frequency previously defined. Following up stock levels with regards to alarms thresholds, stock out and expiry dates.
- Controlling warehouse limited access to authorized personnel and ensuring doors and other exits are secured. Immediately informing the line manager of any problems arising in the course of the work, particularly regarding damage, loss, attempted break-ins, or theft in the warehouse
- Assisting the line manager with preparation of the stock reports
- Process system IN/OUT transactions in google doc
- Control trucks before loading (cleanness, safety, etc.). Inform warehouse supervisor in case of nonconformity, supervising load and offload of trucks
- Ensure material handling equipment's (e.g., pallet jack, pallets, shelves, etc.) is meeting standards. Inform warehouse supervisor in case of disorder
- Perform any other tasks as assigned by supervisor

**Qualifications, Knowledge, and Skills:**

- **Required Education:** Diploma in material handling management, certificate of laboratory technician and equivalent
- **Required Work Experience:** Minimum 1 year work experience as storekeeper is desired, especially in medical warehouse
- **Preferred qualification:** laboratory skills is desirable
- Working experience with donor funded projects dealing with HIV/AIDS care and treatment is desirable.
- Working knowledge of inventory control and metrics
- Possess the ability to work productively, efficiently & effectively with initiative and drive under tight timescales and pressure whilst maintaining attention to detail and quality.
- Ability to work independently with strong problem-solving skills
- Fluent in English and Swahili with good verbal and written communication skills.