

**Climate Change and Disaster Risk Management Programme (CCDRM)/ HELVETAS Swiss  
Intercooperation Nepal**

**Job Description**

**Job Title:** Logistic Assistant

**Project:** Rehabilitation of facilities of Earthquake Affected People (REAP)

**Location:** Melamchi Office, Sindhupalchowk

**Reporting to:** Finance and Administration Officer

**Job purpose:** Support on logistic management of construction material at the field level, support on small local procurement and warehouse management.

**Roles and Responsibilities**

**1. Compliance to policies, rules/ regulations and guidelines**

- Adhere relevant policies, rules, regulations and guidelines of HELVETAS Swiss Intercooperation Nepal (Personnel, Financial, Administrative policies, Security Response Guide, Gender Equality and Social Inclusion Guide, Sexual Harassment & Mobbing Policy, Code of Conduct Against Corruption, Basic Operating Guideline etc.).

**2. Support on Logistic Management of Construction Material**

- Logistic management of Shelter and WASH construction material in Sindhupalchowk field office;
- Planning of material distribution in collaboration with the Shelter and WASH Engineers;
- Responsible for distribution of Shelter and WASH construction material with locally hired vehicles as per the need;
- Communications with the REAP Procurement Focal Person as well as Finance and Administrative section staff in PMU, Lalitpur regarding procurement, management and distribution of construction materials.

**3. Support on Small Local Procurement**

- Support in procurement of locally available construction materials and equipment;
- Collect quotations of locally available construction materials as requested by Procurement Focal Person;
- Familiarize local suppliers for compliance of quotations request and requirement of bid documents;
- Receive bid document at field office, facilitate bid/quotation opening meeting and forward the document to PMU, Lalitpur for further process.

**4. Warehouse Management**

- Responsible for overall management of warehouse in the district;
- Establish proper and efficient recording system in the warehouse;
- Record keeping of incoming and outgoing construction equipment and construction materials;
- Maintain up to date record of construction materials and equipments in the field office;
- Ensure the safety and security of warehouse in the field office;
- Provide guidelines and supervise the warehouse management at VDC level;

- Occasionally verify the stock of construction materials and equipment and report to administration if any discrepancies found;
- Keep update of material inventory and inform the procurement focal person time to time so that there won't be lack of material in store;
- Prepare Goods Receipt Note (GRN) at warehouse and assist Field Technicians and Engineers to prepare and compile GRN of WASH and Shelter construction materials at site;
- Forward GRN and other supporting documents to PMU, Lalitpur for payment release.

**5. Perform other tasks as requested by Administration**

**6. Required Academic Qualification, Experience and Competencies**

- 10+2 in management or in any relevant discipline;
- At least 2 years' experience in the related field;
- Good computer skills, with special competency in MS WORD and MS EXCEL;
- Commitment towards gender equality, social inclusion and poverty reduction;
- Good interpersonal and inter-cultural competencies;
- A very good team player and committed person;
- Fluency in Nepali, both written and oral, and good in written and spoken English;
- Working experience with NGOs/INGOs will be an advantage;
- Having motorcycle driving license will be an added advantage.

**7. Modification**

Job description can be reviewed and modified by mutual consent and are to be confirmed in writing.

Approved By \_\_\_\_\_ Date: \_\_\_\_\_

Incumbent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_