

UNIVERSITY OF ZIMBABWE COLLEGE OF HEALTH SCIENCES-CLINICAL TRIALS RESEARCH CENTRE/INTERNATIONAL - TRAINING AND EDUCATION CENTRE FOR HEALTH (UZCHS-CTRC/I-TECH).

Vacant Post: Logistics Assistant x1

Background:

University of Zimbabwe College of Health Sciences – Clinical Trials Research Centre (UZCHS-CTRC) on behalf of the International - Training and Education Center for Health (I-TECH) is seeking suitably qualified and experienced applicants to fill the position of Logistics Assistant, based in Belgravia, Harare and is under the PEPFAR funded Care and Treatment Program. I-TECH's activities occur primarily in the technical areas of health system strengthening; health workforce development; operations research and evaluation; prevention, care and treatment of infectious diseases. I-TECH is funded by PEPFAR through the Center for Disease Control to implement HIV & TB treatment and care services in five Zimbabwean provinces in support of the Ministry of Health and Child Care (MoHCC). The contract of employment is for seven (7) months and is renewable subject to availability of funding and satisfactory performance of the candidate.

Job Summary

The incumbent will be reporting to the Logistics Officer and the position exists to provide support to the Logistics Officer and Operations Manager in vehicle, stores and facility management.

Responsibilities

- Ensuring the keeping of sufficient stocks to sustain the operational requirements of projects and confirming that goods received, stored and dispatched conform to specified requirements.
- Ensuring the accuracy, completeness and proper cut off of inventory transactions.
- Inspecting and monitoring inventory quantity to ensure there is no overstocking, stock outs, pilferage, misuse and loss of stock due to expiries.
- Ensuring that stocks received are within an acceptable expiry date range based on product type and use and that received stock is properly recorded and accounted for in the accounting system.
- Ensuring office premises are clean, well maintained and that facilities are repaired on time and well functional.
- Managing generator usage, ensuring it's serviced on time and that there is always adequate fuel needed for its use.
- Providing assistance to the Logistics Officer in uploading fuel on individual vehicle cards, processing fuel requests from districts using the approved online system and in vehicle allocation for requested and approved trips.
- Keeping accurate records of all logistics work in respect of stores, vehicles, generator, etc.
- Creating and keeping manual and electronic files in an orderly manner and maintaining a record of all stock counts and reports thereof
- Producing monthly inventory, facilities/premises report.
- Performing any other duties as assigned by the Supervisor.

Qualifications, Skills and Experience

- Diploma in Stores Management/Administration or equivalent.
- Minimum of 3 years' experience in administration.
- Meticulous record keeping and exceptional ability to work fast and accurately under intense pressure with minimum supervision coupled with high level of integrity, honesty and professionalism.
- Exceptional record keeping skills coupled with the ability to multi-task, work fast and accurately under intense pressure with minimum supervision.
- Computer Skills, including proficiency in Email, Microsoft Excel and Microsoft Word are essential.
- Good organizational, report writing, analytical and interpersonal communication skills with good command in English, written and spoken.
- Possession of a clean Class 4 driver's licence is a must.

Commitment to Diversity

UZCHS-CTRC/I-TECH recognizes that disparities in health around the globe stem from inequity. Therefore, the organization encourages and supports the multiple identities of staff including, but not limited to, socio-

economic status, age, race, ethnicity, language, nationality, sex, gender identity and expression, culture, spiritual practice, geography, mental and physical disability. UZCHS-CTRC/I-TECH strives to become a local, national, and international leader in developing and maintaining increased representation and recognition of each of these dimensions of diversity among its staff.

Interested candidates should submit their application letter, detailed Curriculum Vitae and certified copies of certificates to the below mentioned address. The closing date for receipt of applications is **5 March 2020** to: -

**The Human Resources Officer
UZCHS-CTRC/I-TECH
10 Natal Rd, Belgravia, Harare**

Only shortlisted candidates will be contacted.