

Terms of Reference
Store Keeper
District Hospital, Mamit

Background

The Mizoram Health Systems Strengthening Project with financial and technical assistance from the World Bank aims to improve the management, quality, accessibility, and delivery of health services in the state of Mizoram at various health facilities and units. With funding from the MHSSP, **District Hospital, Mamit** proposed to engage **Store Keeper** for efficient and smooth functioning of Pharmacy Store.

Contract duration: 3 months with the possibility of renewal subject to satisfactory performance

Objective: Efficient and smooth functioning of Pharmacy Store.

Scope of work: The **Store Keeper** will be responsible for the following:

1. Maintain register for received of Medicine from CMS or CMO and locally purchase from IPA or any other fund.
2. Update Stock of Medicine and consumables at the facility and maintain record of stock status.
3. Responsible for entering stock to DVDMS and issue to various departments at the facility through DVDMS.
4. Receive indent from the departments at the facility and issue those requirement as per need.
5. Responsible for dispensing medicine from OPD dispensary as required.
6. Maintain a separate register for control substances such as Narcotics, Psychotropic drugs, etc. and store them in a secure place.
7. Update and maintained stock book of all medicine and consumables.
8. As per the needs of the facility.

Qualification(s):

1. HSSLC with experience in Pharmacy or Drug Store
2. Diploma in Pharmacy.

Essential:

- A person with experience in Pharmacy store will be preferred.
- Experience of working in the public sector will be added advantage.


District Medical Superintendent
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Skills and Competencies:

- 1) Knowledge of English/ (or as per needs of the facility).
- 2) Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them
- 3) Computer proficiency and familiarity with MS Word, Excel, PowerPoint.

Age limit: Up to 35 years as on date of advertisement with five years' relaxation for reserved (SC/ST/OBC) category.

Emoluments: Consolidated Pay of **Rs 7,000/- per month** with (5%/or any proposed rate) increment annually (or any other proposed frequency) on extension of contract.

Reporting: The **Store Keeper** will report to Medical Superintendent and if required District Hospital Quality Manager at the facility/unit.

General Information: Engagement of the **Store Keeper** will be on a full-time basis.



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