



Job Description

Job Title:	Warehouse Assistant
Project	Strengthening Community Resilience and WASH Services in Vulnerable Communities of District Pishin
Department:	IPD
Report to:	Project Manager through Admin & Procurement Officer
Location:	District Quetta / Pishin
Budgeted Salary	PKR: 80,000/-
Contract Type & Duration:	Contractual / 10 months
Background	This project, supported by a UN agency, aims to improve access to climate-resilient WASH services and essential community infrastructure in vulnerable communities of District Pishin, Balochistan. Addressing challenges such as water scarcity, poor sanitation, inadequate waste management, and climate-related risks, the intervention adopts a participatory and community-led approach to strengthen resilience, improve public health, and promote sustainable local solutions through Community Action Planning, infrastructure rehabilitation, and hygiene promotion.
Purpose	To oversee the daily receipt, storage, inventory logging, and dispatch of project engineering materials, solar assets, and hygiene/MHM kits within the District Pishin project area. Operating under strict alignment with Muslim Hands' procurement guidelines, institutional compliance, and donor safety regulations, this position ensures a seamless supply chain to prevent operational interruptions or civil work delays. The assistant maintains total inventory accuracy, ensures optimal storage conditions for vulnerable technical components, and coordinates closely with engineering, WASH, and community mobilization teams to support timely field distributions.
Main Responsibilities	<ul style="list-style-type: none"> • Maintain meticulous, up-to-date warehouse ledgers and electronic stock cards for all project materials. • Supervise the physical unloading of goods from pre-qualified vendors, verify actual quantities against purchase orders/waybills, and promptly document any transit damages, shortfall quantities, or supply chain bottlenecks. • Coordinate the secure storage, counting, and phased preparation of donor-funded hygiene and MHM kits alongside Muslim Hands' complementary resources. • Release construction materials, street pavement assets, solar streetlights, and drainage supplies to field teams and authorized contractors based on validated requisition notes approved by project engineers. • Ensure the warehouse facility adheres to optimal climate and safety protocols to safeguard sensitive equipment (e.g., solar panels, deep-well pumping machinery, and water-testing kits) from harsh Pishin weather, dust, or moisture.



	<ul style="list-style-type: none"> • Conduct routine physical stock counts, reconcile balances with ledger books, and provide regular data to the MEAL and logistics units to prevent duplicate target allocations, loss, or wastage. • Enforce strict asset protection protocols inside the storage facility, monitoring gate passes and restricting access to unauthorized entities to minimize localized security and displacement risks.
<p>Required Qualification, Experience and Skills:</p>	<ul style="list-style-type: none"> • Graduation or Bachelor’s degree in Business Administration, Supply Chain Management, Logistics, Commerce, or a related field. • 2 to 3 years of hands-on experience in warehouse coordination, stock management, storekeeping, or humanitarian logistics, preferably within an INGO or UN-funded infrastructure or relevant project environment in Baluchistan. • Strong communication skills in written and spoken English and Urdu, along with full working fluency in local languages to seamlessly coordinate with local delivery drivers, laborers, and district stakeholders. • Advanced proficiency in maintaining physical stock registries, handling Goods Received Notes, using Microsoft Excel for data entry, and utilizing inventory tracking databases. • Familiarity with the operational realities, cross-border terrain dynamics, and logistics pathways of District Pishin and the wider Baluchistan province. • High capability to withstand demanding logistical conditions, organize heavy hardware loads systematically, and execute time-sensitive tasks during critical emergency or contingency reallocations.
<p>Additional Information (Safeguarding, Inclusion, and Application Requirements)</p>	<ul style="list-style-type: none"> • Muslim Hands maintains a zero-tolerance policy towards discrimination and unequal power dynamics and is fully committed to equity, inclusion, and safeguarding (PSEA). • As part of our Safeguarding Policy, all applicants must present a valid CNIC and proof of qualifications/experience at the time of test/interview. • Muslim Hands has a ZERO-tolerance policy on prevention of Physical and Sexual Exploitation and Abuse (PSEA), Safeguarding, and child protection/GBV, which is part of MH code of conduct and Ethics. • We are an equal opportunity employer and actively encourage applications from all qualified individuals, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organization • If this role aligns with your skills and values, we encourage you to apply by submitting the required information on online portal, and additionally sharing a detailed CV - along with a covering letter. • Please note that only shortlisted candidates will be contacted. <p>We reserve the right to close the recruitment process early and make appointments before the closing date.</p>