



# INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. req58574

(National Only)

## Four Core values of IRC

### Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

### Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

### Service

We are responsible to the people we serve and the donors who enable our service.

### Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

## From Harm to Home

The mission of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. <https://www.rescue.org/>

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying for?	Medical Commodity and Drug Officer
Number of Opening	1
Who you report to?	Senior Supply Chain Officer
Where you work?	Sittwe, Rakhine State
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 <sup>th</sup> Month Pay + Severance + Leaves Entitlements)
When can you apply?	During 20 June 2020 to 30 June 2025
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse".
What is your Job Scope?	Reporting to senior supply chain officer and overall technical support from senior medical commodity and drug officer, the medical commodity and drug officer is responsible for the efficient coordination and management of medical commodities at Sittwe medical warehouse management activities. Medical commodities and drug officer must be able to rapidly be receiving medical supplies and equipment, whilst ensuring best practices and maintaining audit-compliant records.

### **Major Responsibilities:**

Reporting to senior supply chain officer, the medical commodity and drug officer is responsible for ensuring the overall handling and management of pharmacy warehouse in Sittwe in line with global supply chain policy. MCDO must be able

to ensure be providing the best support to health program teams. Specific responsibilities include.

**Manage drugs and commodities store with standard medical store guidelines and proper documents**

- Design, set up and administer the drugs stock management system in collaboration with senior supply chain officer and program managers for clinic operations /capacity building.
- Setting up and implement the IRC's drug and drugs store management monitoring system to ensures quality drug store management.
- Regular circulating stocks list of drugs to program managers, project managers and medical doctors for mobile clinic operations/capacity building and health program leads who are responsible to raise Purchase Request to ensure no stock running out for mobile clinics.
- Lead the drugs supply chain management in collaboration with supply chain units in Yangon and Sittwe.
- Manage the waste management system of drugs store in collaboration with operation department.
- Manage the IRC's drugs and mobile clinic commodity stores in project implementing areas within Sittwe and Rakhine State.
- Update the integra, stock cards immediately after the delivery of goods and record the reference number of the delivery document or stock request.
- Carry out stock rotation by FIFO/FEFO to ensure no products expires on the stock or becomes obsolete.

**Capacity building of emergency health team and supply chain unit in drugs store and drugs supply chain management:**

- Assist program manager and project managers to identify the capacity building needs of mobile clinic staffs on drugs and drugs stock management.
- Assist Field director, supply chain coordinator and senior medical commodity and drug officer to identify capacity building needs of partner staffs in drugs supply chain management.
- Assist program managers and project managers for capacity building of mobile clinic staffs on drugs and drugs stock management.

**General**

- Establish monthly Medical drugs report.
- Assist Program Manager and Project managers for clinic operations/capacity building on creation and follow up of project drugs and commodity consumption and supply plan.
- Supervise the drug store assistant on day to day performance.
- Respect rules and regulations of IRC.
- Coordinate with operation department at Sittwe and YGN to follow up drug and mobile clinic commodity supply plan.
- Control warehouse limited access to authorized personnel and ensure doors and other exists are secured.
- Be flexible for other activities upon request.

**Key Working Relationships:**

Position Reports to: Senior Supply Chain Officer

Position directly supervises: Drug Store Assistant

## What should you have?

### Education:

- Bachelor's degree in the relevant field B.Pharm.
- Certificate in Supply Chain sector is an asset.

### Work Experience:

- At least 3-4' years' experience in relevant field of work Ability to work well in a team.

### Demonstrated Skills and Competencies:

- Familiar with international and national standard of drugs and drugs supply chain management.
- Knowledge of pharmaceutical stocks management with ERP system is preferable.

### Language Skills:

- Good in read and write of Myanmar, can communicate in English language.
- Good in speaking and understanding in local dialects.

**Certificates or Licenses:** B.Pharm, B.N.SC, B.Comm.H

Deadline	Application Link
<b>5pm on Manday, June/ 30 /2024.</b>	<a href="https://rescue.csod.com/ux/ats/careersite/1/home/requisition/58574?c=rescue">https://rescue.csod.com/ux/ats/careersite/1/home/requisition/58574?c=rescue</a>
<u>Notes:</u> <ul style="list-style-type: none"><li>➤ I Resume/Application is requested to be submitted in <b>Microsoft Word Format</b>.</li><li>➤ Please clearly mention the Position and Location you are applying for in the email Subject Line.</li><li>➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status, or disability. IRC's GEDI, Gender Equality Diversity and Inclusion policy applies to all IRC Staff.</li><li>➤ IRC practices zero-tolerance against any abusive action. IRC's Child Safeguarding and Adult Safeguarding Policy applies to all IRC staff.</li><li>➤ Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will result in the termination of the employment contract even after successfully being selected.</li><li>➤ <b>IRC regrets to inform you that only short-listed candidates will be contacted.</b></li></ul>	