



# Job Vacancy Announcement

## Action Contre La Faim-Myanmar

### JVR202519

#### Store Helper

Sittwe (1 Post)

Starting Date: As soon as possible

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs, all **ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.**

All employees and representatives of Action Contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including the policies on Gender equality, Safeguarding and Protection from Sexual Exploitation and Abuse.

#### GENERAL ASSIGNMENT:

Assist in the management of base's stores under the supervision of Log officer and Storekeeper. This position will be assigned for the improvement of stock keeping, movement monitoring, hygiene and cleaning of cargo and warehouse.

#### TASKS & RESPONSIBILITIES

##### Objective 1: Assist in daily management of the base's stores

- Assist in checking, labelling, stock/cargo organization and daily warehousing activities
- Ensure stock/cargo keeping procedure and manage stock/cargo according to instructions given
- Assist in stock/cargo preparation to release from store
- Ensure packaging/condition is appropriate to keep stock/cargo
- Carefully loading and unloading of stock/cargo

##### Objective 2: Assist in hygiene and cleanliness of stores

- Check daily that the store is clean and is regularly disinfected and ventilated
- Check the temperature and humidity of the store
- Check the cleanliness of stored stock/cargo and conditions of new products (absence of parasites)
- Report any defects or damage found on stock/cargo to Log Officer or Storekeeper
- Remove infected products and inform the supervisor
- Ensure prevention of animals and insects: ensure treatment as needed since infection may appear

#### Demonstrate personal commitment in promoting Gender Equality/ ACF Gender Minimum Standards and Safeguarding

- Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.



# Job Vacancy Announcement Action Contre La Faim-Myanmar JVR202519

- Promote and ensure to follow safeguarding policy within the humanitarian and/or development work

## DEGREE AND SKILLS REQUIRED

- Middle or High school education
- Able to read, write and count in Myanmar and English
- Good physical condition
- Flexibility and adaptability
- Attention to detail and reliability

## HOW TO APPLY

If you feel confident for this position please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked) and the final clearance from your previous employer

To:

ACF Sittwe Office: No-39, Pyihtaungsu Road, Pyitawthar Ward "North Sanpya", Sittwe State.

Via an email: [recruitment@mm-actioncontrelafaim.org](mailto:recruitment@mm-actioncontrelafaim.org)

**\*\*\* Applicants must mention duty station and vacancy number exactly in email Subject for which location they are applying for. \*\*\***

**CLOSING OF APPLICATION: 30<sup>th</sup> June 2025, Monday**

- Only complete files will be considered. Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim.