



JOB VACANCY

LOGISTICS SUPPORT OFFICER (Yangon)

Background

MAHAMATE Health Care Organization @ Alliance Myanmar is a non-governmental organization (NGO) that supports community action on HIV/AIDS response by strengthening capacity and providing technical and financial support of community based organizations. In partnership with CBOs and Networks, Alliance Myanmar has been implementing projects on HIV prevention, testing, care & support, ART treatment, and promoting the rights of key populations. To enhance effectiveness, Alliance Myanmar has initiated Key Population Support Centers (KPSCs) to provide comprehensive HIV services, ranging from testing to ART treatment, specifically for key populations, including People Who Inject Drugs (PWIDs).

Additionally, the organization is actively working to reduce stigma and discrimination against people infected and affected with HIV. Alliance Myanmar has also implemented other related project activities such as Sexual and Reproductive Health and TB. In line with its strategic plan, MAHAMATE Health Care Organization @ Alliance Myanmar has expanded its scope of work to implement MNCH and SRHR activities in Kachin and Southern Shan State.

Purpose of Job

The main purpose of the job is to implement the supply chain activities across programs, manage medical store and administration materials of the project under supervision of Logistic Officer.

Main Responsibilities

- Procure and distribute drugs, equipment and other health and non health products to respective partners/ sub offices in accordance with Alliance Myanmar policies and procedures for all procurement process and all related procurement staffs are aware and apply to it effectively.
- Deliver supply chain support that includes provision of an effective and timely procurement, Fixed Assets and Warehouse management and reporting as per organization and donor policies and procedure
- Compiling and preparation of timely and high-quality reports, to submitted to Logistic Officer for donor reporting
- Support the field sub offices /CBO of focal logistic person; provide technical support as needed
- Distribute IEC materials and forms to partners and maintain the records systematically

Alliance Myanmar (Yangon Office)

No. 24, 2nd Street, Hlaing Yadanar Housing

Hlaing T/S, Yangon , Myanmar

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aidsalliance@myanmar.com.mm



- Work with line manager to organise replenishment of health and non health products requested by respective partner
- Perform monitoring visits to respective partners according to needs of project
- Any other tasks that may be requested by the line manager and technical line manager

Person specification

Essential

- Bachelor degree in relevant field
- At least 2 years' experience in supply chains management field
- Basic computer and IT skills (MS Excel, Word, internet, email)
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure.
- Willingness to travel to field offices and work in difficult environment according to travel Requirements
- Can work with key population and PLHIV's without stigma and discrimination

Desirable

- Familiar with postal and transportation systems in Myanmar
- Experience working with local NGOs and community partners
- Trained as a pharmacist

Interested candidates may submit their application including a letter of interest and complete Curriculum Vitae to the Human Resources Department, Alliance Myanmar (Mahamate), No. 24, 2nd Street, Hlaing Yadanar Housing Compound, Hlaing Township, Yangon or via email to ahso.alliance@gmail.com by **30 April 2024**.

“Alliance Myanmar has a zero tolerance to sexual exploitation, abuse and harassment. The employees are required to adhere the Alliance Myanmar’s Code of Conduct including PSEA policy both during working hours and outside working hours”

“The Alliance Myanmar is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the community. Qualified people living with HIV are particularly encouraged to apply.”

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