



MYANMAR MEDICAL ASSOCIATION

No.249, Theinbyu Road, Mingalartaungnyunt Township, Yangon, Myanmar.

Tel: / Fax: 01-378863, 380899, 388097, 394141, 09 8601677

Website : www.mmacentral.org, mmacorg@gmail.com

Myanmar Medical Association – Malaria (QDSTM) Project

Post	Procurement & Logistics Assistant (1) Post
Duty Station	Yangon (Head Quarter)
Starting Date	During May, 2024
Duration	8 months and Extendable
Vacancy Number	004-2024/MMA/Malaria/RAI4E
Vacancy Closing Date	26th April, 2024

Functional and Hierarchical Lines:

- Hierarchically accountable to: Procurement & Logistics Officer, Deputy Project Manager and Project Manager of Malaria (QDSTM) Project.
- Functionally accountable to: Procurement & Logistics Officer, Deputy Project Manager and Project Manager of Malaria (QDSTM) Project.

Position profile:

- Accountable on procurement and logistic duties of project request maintaining all inventory sentences of malaria project and report directly to Procurement and Logistics Officer of Malaria Project (Myanmar Medical Association).

Duties and responsibilities:

- Receive health and non-health items from PR/UNOPS, suppliers according to Standard Operation Procedure of Procurement Management by MMA and prepare and keep all receiving documents (e.g. Goods Received Note/Issue Form/Goods Issue Note).
- Coordinate stock transporting instructions to mobilize stocks to quality clinics of respective township as required and ensure all freight documentations are filed (commercial Invoices / advice Notes) for respective township.
- Record, receive and issue items in the computerized system and stock ledger book and issue all stock of health items according to First Expiry First Out (FEFO) to allow stock rotation.
- Collect stock return materials (health and non-health items).
- Keep the test kits and drugs together with issues, receipt/return form from the warehouse and the project townships as well as fixed assets register file including goods received note, fixed asset record, fixed asset delivery note and fixed asset movement form according to MMA rule.
- Submit monthly distribution report for health and non-health items to immediate supervisor.
- Prepare physical counting and checking of stocks and assets for every 3 months and report all broken and/or moved assets to immediate supervisor and find status on deliverable items and reporting any shortages.
- Ensure stock balance is monitored and maintained for stationery in the Head Quarter

- Arrange travel and accommodation requirements of staff as well as work related visitors by liaising with hotels, transport service agency, delivery agency, special institution and etc.
- Assist in organizing of trainings, workshops, meetings, special event and other related activities as well as procurement and stock control, lease contracts and refurbishment
- Prepare and maintain telephone directory and other company information and perform photocopying and other production services
- Enter and maintain vendor master data for suppliers/contractors/consultants and correspond with vendors regarding prices, product availability and delivery
- Maintain project event listing spreadsheet with information on scope, current status of project team members.
- *Accompany Quality Assurance Officers*
 - Resolve stock (RDT, ACT) queries, delivery failures and general enquiries
 - Produce accurate forecasts of demands to ensure all orders are fulfilled and forthcoming commitments are clearly understood. Ensure requests and orders from clients (QGP) are processed correctly and timely through standard operating procedures.
 - Record data for each QGP, including such information as addresses and contact telephone numbers.
 - Make travel/accommodation arrangements for project team and associated clients (WHO, UNDPs, UNOPs, etc.)
- *Accompany Finance Officers and Finance Assistants*
 - Check receivables and make sure that the payments of stock (RDT, ACT) are collected from clients (township coordinator, QGPs).
 - Develop budget plan for procurement and manage, organize, maintain and distribute all updated and revised project related documents and project daily issues within project team.
 - Manage the filing, storage and security of documents.

Requirements:

- Must be a graduate from a recognized university and preferably related diploma or certificate in Logistics Management.
- Must have at least 1 year' experience in related field.
- Have in good health.
- Must be proficient in English Language.
- Have flexible and have an empathetic attitude and team spirit.
- Able to travel for project activities.
- Able to work in a multicultural context.
- Have strong interpersonal and communication skills.
- Able to work independently and also in a team to meet the goals and deadlines.
- Ability to delegate and direct others in a positive and culturally sensitive way.
- Ability to work well under pressure.
- **Need to follow MMA code of Ethics.**
- **Immediate family members of a staff are not allowed to apply a position in the same project in MMA.**
- Have computer skills in Microsoft Word, Excel, and Power-Point.
- Have integrity of character and zero tolerance of Sexual Exploitation, Abuse and Harassment.

Job competencies

- Ability to demonstrate initiative, flexibility and commitment in completing projects on schedule.
- Ability to work well with colleagues in a team environment and organize in managing and checking own work.
- Ability to work with minimal supervision and tight deadlines.
- Required sound communication skill with strong initiative mind and coordination skill required to bargain collaboration among project personals.
- Besides these competencies, it is essential to be able to access modern information system (using account software, database software, Internet, e-mail or communication media) with substantial amount of knowledge on Information Technology.

Application addressed to Senior Manager, PMD, Myanmar Medical Association.

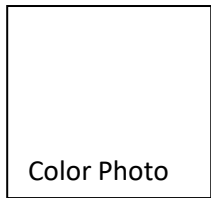
Please send your signed application in the prescribed form together with updated CV, educational credentials and reference to **Senior Manager (PMD), Myanmar Medical Association** at **249, Theinbyu Road, Mingalartaungnyunt Township, Yangon**, in person or by post and advance copy by email to tinttunkyaw1957@gmail.com, ihdmmam@gmail.com and mmamalariahhr.mm@gmail.com not later than 26th April, 2024.

Note: Only short-listed candidates will be invited for interview: Telephone inquiries will not be responded. We cannot oblige to return all received Applications.

(Please do not send original documents as they will not be returned.)

- {မှတ်ချက်။ (၁) လျှောက်ထားသူသည် ဆရာဝန်ဖြစ်ပါက(အထွေထွေဆေးကုသခွင့်လိုင်စင်) သက်တမ်း ရှိသူ ဖြစ်ရပါမည်။
- (၂) လျှောက်ထားသူသည် အစိုးရဌာနတစ်ခုခုတွင်ဝန်ထမ်းအဖြစ်တာဝန်ထမ်းဆောင်ခဲ့ဖူးပါ က၊ သက်ဆိုင်ရာဌာန၏နှုတ်ထွက်ခွင့်၊ ခွင့်ပြုစာ(သို့မဟုတ်)ခိုင်လုံသည့်အထောက် အထားမိတ္တူပူးတွဲတင်ပြရမည်ဖြစ်ပါသည်။
- (၃) Vacancy Announcement တွင် ဖော်ပြထားသည့် အချက်အလက်များပြည့်စုံစွာ ဖြည့်စွက်ပေးပို့သည့် Form, CV များကိုသာ (Short List)တွင် ထည့်သွင်းစဉ်းစားမည် ဖြစ်ပါသည်။}

MMA Vacancy Application Form



(A) Vacancy Particulars

- (1) Vacancy Notice No. -----
- (2) Date of Issued -----
- (3) Applied /Post/
Title/Designation -----
- (4) Project Name -----
- (5) Date of application -----

(B) Personal Data

- (1) Name -----
- (2) Date of Birth -----
- (3) Age -----
- (4) Father's Name -----
- (5) Sama Number -----
- (6) Nationality -----
- (7) N. R. C No. -----
- (8) Permanent Address -----
- (9) Phone No. -----
- (10) E-mail -----
- (11) Contact Address -----
- (12) Education Background

<i>Institution</i>	<i>Year</i>	<i>Degree/Diploma/Certificates</i>	<i>Place</i>	<i>Major</i>
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|------------|-------|-------|-------|-------|
| <i>(a)</i> | ----- | ----- | ----- | ----- |
| <i>(b)</i> | ----- | ----- | ----- | ----- |
| <i>(c)</i> | ----- | ----- | ----- | ----- |
| <i>(d)</i> | ----- | ----- | ----- | ----- |
| <i>(e)</i> | ----- | ----- | ----- | ----- |

(C) Previous Experiences/ Exposures (Starting from most recent period)

(1) Job/ Designation	
(2) Department/ Organization	
(3) Period	
(4) Duration	
(5) Duties and Responsibilities	

(1) Job/ Designation	
(2) Department/ Organization	
(3) Period	
(4) Duration	
(5) Duties and Responsibilities	

(E) Two Professional Referees

Name -----

Name -----

Title -----

Title -----

Employer -----

Employer-----

Address -----

Address -----

Phone -----

Phone -----

E-mail -----

E-mail -----

Signature of Applicant

Note:

Lists of Documents to be photo copied and attached

- (1) All academic certificates (Doctorate/Master/Bachelor/Diploma/Certificate)
- (2) Myanmar Medical Council Certificate
- (3) Sama Card
- (4) Myanmar Medical Association membership card