



**Myanmar Health Assistant Association
Vacancy Announcement
(VA- 056/2024 MHAHA-HR)**

Position Title	Logistics Assistant
No of post	1 Post
Department/Project	Prevention of Wasting Project
Location	Dala Township, Yangon Region
Report to	Project Officer/ Logistics Officer
Grade	B2
Application Deadline	24 May 2024 (ASAP)

Myanmar Health Assistant Association (MHAHA) is organized with Health Assistants and is a national association of public health professionals devoting towards accessible and equitable quality public health services through health promotion, prevention and control of diseases. MHAHA stands as a united, independent organization earning public trust and international recognition. MHAHA works in Myanmar to execute health programs that focus on strengthening and enhancing community access to coordinated, effective, and comprehensive health care services. MHAHA is actively implementing programs in 89 townships of Myanmar in the areas of disease control, RMNCHN, WASH and emergency response. Accountability, respect for human dignity, empathy, non-discrimination, integrity, and professionalism are among the MHAHA's core values. Please visit www.myanmarhaa.org to learn more about the MHAHA.

Position Summary

Under the overall guidance of Senior Project Manager and direct supervision of Project Officers and technical guidance of Logistics Officer, Logistics Assistant will be responsible to all logistics tasks for the implementation of project activities:

Specific Duties and Responsibilities

- ❖ Ensure that logistics procedures and policies are well implemented and followed up for all activities in project.
- ❖ Ensure that proper support is given to the operations according to their needs and requirements.
- ❖ Ensure a close monitoring of the logistic and operational activities of the base.
- ❖ Receive and process procurement requests/purchase orders according to MHAA policy and donor requirements.
- ❖ Ensure transportation and distribution of medical commodities and Covid 19 items in project townships.
- ❖ Perform procurement process according to MHAA policy and donor requirements such as office rental
- ❖ Draw up procurement plans and consolidate purchases(weekly/monthly)
- ❖ Do quality control for all supplies ordered and delivered
- ❖ Provide the Technical Log with monthly updates of equipment registry and inventories
- ❖ Proven track record of supervising and monitoring materials and regular updating of stock card/books
- ❖ Perform proper warehouse management, logistic management at field office
- ❖ Supervise proper management of all program stocks including medical commodities and Covid 19 items in the field
- ❖ Submit update information, monthly and quarterly stock reports in a timely manner to the Senior Project Manager and Logistics Officer.
- ❖ Undertake any necessary actions required for project activities under the project frame.
- ❖ Perform other project duties as assigned by the Supervisor and Program Management Unit.
- ❖ Follow the rules and regulations of MHAA with the direct supervision of PMU and Supervisor.

Skill and Requirement

- ❖ Any Bachelor's degree and at least one year of experience in logistics field
- ❖ Preferably Diploma in Logistics and Supply Chain Management.
- ❖ Have computer proficiency; Microsoft Office is essential.
- ❖ Extensive knowledge of warehouse management systems and services.
- ❖ Extensive knowledge of logistic operations like distribution, transportation and warehousing.
- ❖ Be able to independently communicate with relevant organizations, government departments, and local authorities.
- ❖ Positive attitude with excellent time management skills.
- ❖ Good level of English, both written and spoken.
- ❖ Ability to work systematically, accurately, independently and under pressure in a physically challenging environment.
- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy
- ❖ Good interpersonal communication skills
- ❖ Able to travel to field (Project Areas)
- ❖ To carry out any specific additional tasks in accordance with the project proposal as requested by the PMU and Supervisors.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy

Application Instruction

Candidates should submit their application, including their curriculum vitae and application letter, in one attached file (either Word or PDF file), to the Myanmar Health Assistant Association at hr.recruitment@myanmarhaa.org, quoting " **Logistics Assistant VA-056/2024 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **May 24, 2024** Myanmar time.

- **Application will not be successful if applied position is not mentioned correctly.**
- **Only short-listed candidates will be contacted for interview. Telephone query will not be answered.**
- **Application received after the closing date and time will not be considered.**

**HR Unit
Myanmar Health Assistant Association (MHAA)**

TB Hospital Road, Aung San, Insein Township, Yangon, Myanmar.

Phone: (+95) 9409832273,

Email: hr.recruitment@myanmarhaa.org

MHAA is an equal opportunity employer. We welcome applications from all qualified candidates, regardless of race, ethnic origin, religion, age, gender, sexual orientation, or disability. MHAA has a zero-tolerance policy on fraud and corruption, sexual exploitation, harassment, and abuse, and expects the commitment of its employees to the MHAA Code of Conduct including child protection.