



38/ B (1), Pyi Htaung Su lane,  
TharthanaYeiktha Quarter,  
Near Sayar San Road, Bahan  
Township, Yangon.  
[www.mam.org.mm](http://www.mam.org.mm)

Medical Action Myanmar (MAM) is a medical aid organization. MAM aims to improve access to quality health care for all people in Myanmar. MAM provides large-scale access to prevention, diagnosis & treatment of HIV, Malaria, Tuberculosis and Basic Health Care provided by 20 clinics and 2300 Community Health Workers in remote areas. MAM employs over 1200 staff.

**VACANCY FOR: Logistics Assistant (Warehouse)**

**Reports to :** Logistics Officer  
**Job location(s):** Myitkyina, Kachin  
**Deadline for application:** 28th May 2024  
**Starting date of position:** As soon as possible  
**Vacancy number:** VA-0050/2024

**Description of the vacant position:**

**Medical Stock Management:**

- To assist the logistics officer (Warehouse) and perform the delegated tasks that can include:
- To process regular orders from clinics, labs and other projects and prepare timely and correct distribution
- To assist in receiving supplies from Suppliers, Yangon Coordination Office ,Other Projects and checking quality to be in line with MAM requirements
- To participate in the checking of all incoming cargoes for quality and quantity
- To maintain an up-to-date and well-organised stock administration and filing system
- To properly manage the stocks in the store, according to MAM guidelines
- To assist the logistics officer (Warehouse) in ensuring sufficient stock levels and timely reporting of possible shortages
- To participate in regular physical stock counts
- To prepare outgoing goods
- To ensure that the store is clean and tidy
- To ensure correct and timely preparation of outgoing shipments
- Loading and unloading of all cargoes
- Any other assignments instructed by logistics officer (Warehouse)

**MAM requires:**

**To be successful in this role you must have:**

Education : 10th standard passed or higher  
Computer skill : Basic computer skills (Microsoft Office Package) but not necessary  
Language : Basic command of English  
Specifications : Ability to drive light truck with valid driving license, organize & priorities workload independently, using initiative when appropriate, attention to details.Ability to act as part of a multi-cultural and multi-disciplinary team

**MAM offers:**

- Salary depending on experiences **starting from 139 USD** per month
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation up to one month of pay for untaken leave;
- Medical benefits;
- Monthly food price compensation
- Gratuity Pay;

**Application process:**

Interested applicant should submit updated CV/Resume in the link below:

<https://forms.gle/tE4CxDr5AJXjPEHSA>

No need to send scans or copies of certificates or diplomas, these will be requested later.

For further information on Medical Action Myanmar, please consult our website [mam.org.mm](http://mam.org.mm)

**Please note that due to the urgency of this position, applications will be reviewed on an ongoing basis, and the org reserves the right to initiate the recruitment process before the deadline for applications.**

MAM welcomes applications from all sections of the community including people with disabilities