



*38/ B (1), Pyi Htaung Su lane,
TharthanaYeiktha Quarter,
Near Sayar San Road, Bahan
Township, Yangon.*

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 Officer (Warehouse)

Reports to : Logistics Supervisor
Job location(s): Myitkyina, Kachin
Deadline for application: 28th May 2024
Starting date of position: As soon as possible
Vacancy number: VA-0051/2024

Description of the vacant position:

Under the supervision of the Logistics Supervisor, Medical Supply Manager, and Logistics Coordinators, S(he) provides technical support and advice for efficiency and improvement of MAM facilities as well as support to projects where necessary.

Principle accountabilities

Responsible for the implementation Technical and Supply activities in the Mission.

- To supervise and manage Logistics Assistant (Warehouse), Drivers and Guards.
- Be the focal point for all maintenance and improvement works at capital level.
- To manage all In and Out transactions in Medical Warehouse
- To Keep Stock Administration up to date
- To review consumption data and compare with stock out data as necessary
- To monitor minimum, maximum stock levels, and batches
- To ensure standardization of medical stock management procedures
- To coordinate physical stock count and maintain a good record of receiving, storing, dispatching of medical items at the warehouse
- To oversee the receipt of items checking of expiry date, quality or quantity etc, and make sure that all necessary paperwork is complete
- To organize medical items delivery to different projects
- Responsible for good housekeeping of Medical Warehouse (checking temperature, moisture and cleanliness) and security
- To supervise fleet management and be responsible of maintenance and repair Warehouse related materials and other technical equipment(s).
- To ensure required record(s) to be developed in consultation with Logistics Supervisor, Medical Supply Manager, Logistics Coordinators
- To write reports on time whenever required.

In collaboration with Supply Team:

- To assist supply team in selection on technical equipment (i.e. vehicles, generators, etc.)
- To manage and ensure transport and distribution of supplies within the projects timely and efficiently
- To assist all administrative affairs concerning the importation (i.e. getting valid import permits, clearance, etc.) in closed collaboration with Medical Supply Manager.

Human Resource Management:

- Supervise and provide training on logistic assistant (Warehouse) in the field
- Perform any additional duties required by the immediate supervisor.

MAM requires:

To be successful in this role you must have:

Education	:	University Degree or other relevant study.
Experience	:	Minimum 2 years relevant experience in similar role at relevant field with international NGO or Business Company. Experience in supervising and training others
Computer skill	:	Good computer skills : Microsoft office, able to use e-mail
Language	:	Fluent in English and Myanmar, good at English writing
Specifications	:	Willingness to travel and present in unstable environments. Driving skill with valid driving license would be an asset. Ability to 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 242 USD** per month
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation up to one month of pay for untaken leave;
- Medical benefits;
- Gratuity Pay;
- Accommodation provided for non-residents;
- Paid home leave including travel cost and time;

Application process:

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

<https://forms.gle/teQXVh3WbpN1jCzF9>

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

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