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Médecins Sans Frontières (MSF / Doctors without Borders) is an international medical humanitarian not-for-profit organization. MSF provides assistance free of charge to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. MSF has been working in Myanmar since 1992 and is currently providing healthcare in Kachin, Rakhine and Shan states, as well as Yangon and Thanintharyi regions.

Vacancy Announcement No. YC 24042301

Job title:	Order Processing Officer
Job location:	Yangon Coordination
Accountable to:	Supply Activity Supervisor
Base Salary:	1,060,000 MMK
No of Position:	1
Duration:	Initially 1 year with possible extension

MAIN PURPOSE OF THE POSITION:

Performing the day to day order processing activities in a particular supply office (coordination or project level) according to **MSF** protocols and standards in order to ensure an optimal running of the mission/project

ACCOUNTABILITIES:

- Performing the day to day activities ensuring an efficient running of the Order processing activities in a particular supply office (coordination or project level) following the supply procedures according to **MSF** standards and protocols. Including the following activities:
 - Being responsible for the supply database and the correct filing and archiving of the supply documentation in order to guarantee the availability and the coherence of supply data
 - Processing all orders and requests and communicating regularly on their status with the initial clients: order received, approval stage, confirmation, RTS monitoring, backorder, lead times, ... and reporting problems to his line management
 - Communicating with local and international suppliers (status of order, claims) and reporting problems to line management
- Performing delegated tasks according to his/her activity and as specified in his/her job description.

Requests:

- Together with the Line Manager, receive the incoming requests and make sure they all have proper authorisations.
- Together with the Line Manager, break down the requests into Stock Requests, Local Purchases, Quotation Requests or International Orders.
- Route and notify the produced documents to his direct collaborators.

Follow-up:

- Maintain the status of every requests line in the system.
- Produce weekly overviews for the back orders to the Capital Supply Logistician.

Receptions:

- Collect reception vouchers from the different collaborators and enter them in the system.
- Update the status of the requested item, keep track of backorders.
- Notify the Capital Supply Logistician about the status of the closed requests

Maintenance of MSF software:

- Responsible for proper paper filing paper as well as digital filing, according to the MSF software procedures.
- Responsible for maintaining MSF's data base updated, including price lists (national and international).
- Responsible for requesting local codes for the frequently purchased items.

You are offered the opportunity to work with the world's largest medical humanitarian organization and work with very experienced colleagues in a highly professional working environment. Please learn more about MSF and our charter on our website: www.msf.org

Various:	
<ul style="list-style-type: none"> • Any other relevant tasks delegated by Capital Supply Logistician. • Performing any other relevant tasks assigned by his /her supervisor as necessary 	
REQUIREMENTS:	
Education	Essential, secondary education (equivalent to matriculation exam passed); commerce related studies desirable
Experience	<ul style="list-style-type: none"> • Essential in supply chain management (minimum 2 years) and in organization of supply administration and procedures • Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits in accordance to the nature of the project)
Languages	Mission/Good level of English language essential; local language desirable
Knowledge	Computer literacy
What we offer is:	
<ul style="list-style-type: none"> • Basic Salary of 1,060,000 MMK (40 hours per week), with regular salary benchmarking updates; • 13 months bonus; • Loyalty increment; • All gazetted public holidays as paid off-days, • 16 paid leaves days (including 6 casual leaves) on an annual basis; • Excellent health care package for staff, spouse and children; • Extensive local, international and online training opportunities; • Extra Allowances (if applicable); Per Diem and travel allowance etc; 	

HOW TO APPLY:

Please send your **application letter** in English detailing how you understand this role and how you consider fulfilling the requirements for this position (reference to the profile described above must be made), **CV** and **passport-sized photo**, **copies of education qualifications** and **references** to:

Attention:

HR Coordinator

MSF-Holland (Yangon Coordination Office)
No. (70/B), Parami Road, Parami Ward,
Yankin Township, Yangon.

Email: myanmar-jobs@oca.msf.org

Not later than, **Thursday, 02nd May 2024.**

- Please clearly mention the announcement number "YC24042301" and job title "Order Processing Officer" in the Subject line.
- If you apply online, please send email applications in Microsoft word or PDF format.
- Applications that do not meet **these criteria or are incomplete** will be disregarded and only the shortlisted candidates will be contacted.
- MSF is committed to achieving workforce diversity in terms of gender, nationality and culture.

MSF employees on a full-time contract are not permitted to work for any other employer than MSF. All candidates who are applying for a full-time job committed themselves that after being hired by MSF, MSF will be the only employer.