



# INTERNATIONAL RESCUE COMMITTEE

## Vacancy Announcement-Ref No. 57849

(National Only)

### Four Core values of IRC

#### Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

#### Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

#### Service

We are responsible to the people we serve and the donors who enable our service.

#### Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

### From Harm to Home

The **mission** of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. [www.theirc.org](http://www.theirc.org)

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying for?	Emergency Medical Commodities and Drug Officer
Number of Opening	1
Who you report to?	Emergency Supply Chain Manager
Where you work?	Mandalay
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 <sup>th</sup> Month Pay + Severance + Leaves Entitlements)
When can you apply?	During 15 <sup>th</sup> April 2025 to 22 <sup>nd</sup> April 2025
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse".

What is your Job Scope?

#### **Scope of work:**

Reporting to Emergency Supply Chain Coordinator, the Emergency Supply Chain Manager is responsible for the efficient coordination and management of procurement functions for IRC's office in Mandalay for earthquake response activities. Supply Chain Officer must be able to rapidly procure supplies, services and equipment, whilst ensuring best practices and maintaining audit-compliant records.

#### **Major Responsibilities:**

Reporting to Emergency Supply Chain Manager, the Emergency Medical Commodities and Drug Officer is responsible for ensuring the overall handling and management of the Pharmacy and non-pharmacy warehouse in Mandalay in line with Global SC policy. EMCDO Assistant must be able to ensure to provide the best support to program team.

**Specific responsibilities include,**

- Check the number of packages against the cargo manifest, check packaging and cases and inform the ESCM of any problems (missing or damaged goods, etc.).
- After receipt, immediately update in the Integra, the stock cards, recording the reference number of the receipt document, and put the goods away.
- Give the cargo manifest, packing list and certificate of the items received to the ESCM, to centralize the filing of these documents.
- Ensure that all items are well organized and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
- Carry out stock rotation by FIFO /FEFO to ensure no product expires on the stock or becomes obsolete.
- Ensure that the shipping areas (by destination) are clearly identified; store goods on shelves or palettes (as necessary), in a clean, tidy and easily accessible manner.
- Pack (appropriately for the mode of transport chosen), weigh and label freight (destination, number of shipping units, waybill number, weight and mode of transport) and assign a shipping number to each package, in accordance with the instructions of the ESCM.
- Update the Integra, stock cards immediately after the delivery of goods and record the reference number of the delivery document or stock request
- Ensure that all necessary information is correctly and fully recorded on the stock cards/bin card: IRC code, batch number, expiry date, date of receipt or delivery, stock balance (incoming/outgoing), receipt and delivery document reference numbers.
- Complete all the tables for monitoring stock movements
- Prepares the monthly stock report.
- In conjunction with the ESCC, perform physical stock counts in accordance with the frequency defined in the SOP
- Inform the ESCC when the stock of goods is nearing the minimum or maximum threshold, and regularly provide the ESCM and HC with a list of the items with expiry dates within the next six months.
- Monitor the temperature and humidity of the warehouse and ensure that products are stored at acceptable temperature and humidity.
- Medical waste management: Prepare the list of expired drugs and items and inform the ESCC and HC. Ensure safe storage of expired drugs/items

**Expected Deliverables:**

- Full responsibility of warehouse handling on both pharma and non-pharma.
- Provide on-time, standard monthly reports to the direct line supervisor.
- Immediately inform the ESCM of any problems arising in the course of the work, particularly regarding damage, loss, attempted break-ins or theft in the warehouse.
- Any additional tasks or extra assigned under delegation of line supervisor to conduct.

**What should you have?****Education**

- Bachelor of Pharmacy or Bachelor of Nursing degree
- Certificates in Supply Chain sector is an asset

### **Experiences**

- At least 3-4' years' experience in relevant field of work
- Ability to work well in a team.
- Ability to travel Earthquake affected area.
- Familiar with international and national standard of drugs and drugs supply chain management.
- Knowledge of pharmaceutical stocks reporting are preferable.

### **Competency**

- Strong sense of personal integrity.
- Attention to detail.
- Strong supervisory skills.
- Ability to multi-task.
- Team spirit and problem-solving abilities.

### **Language Skills:**

- Good English language skill

Deadline	Application Link
<b>5pm on Tuesday, April / 22<sup>nd</sup> / 2025.</b>	<a href="https://rescue.csod.com/ux/ats/careersite/1/home/requisition/57849?c=rescue">https://rescue.csod.com/ux/ats/careersite/1/home/requisition/57849?c=rescue</a>
<b><u>Notes:</u></b> <ul style="list-style-type: none"><li>➤ I Resume/Application is requested to be submitted in <b>Microsoft Word Format</b>.</li><li>➤ Please clearly mention the Position and Location you are applying for in the email Subject Line.</li><li>➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status, or disability. IRC's GEDI, Gender Equality Diversity and Inclusion policy applies to all IRC Staff.</li><li>➤ IRC practices zero-tolerance against any abusive action. IRC's Child Safeguarding and Adult Safeguarding Policy applies to all IRC staff.</li><li>➤ Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will result in the termination of the employment contract even after successfully being selected.</li><li>➤ <b>IRC regrets to inform you that only short-listed candidates will be contacted.</b></li></ul>	