



JOB DESCRIPTION

POSITION TITLE: Logistic Liaison
COUNTRY PROGRAM: Myanmar
PROJECT NAME: GC7- Malaria (Global Fund GMS Grant)
REPORTS TO: Program Officer
LOCATION: Mawlamyine
STATUS: Full Time
SUPERVISORY CAPACITY: 0
APPLICATION DEADLINE: 12-May-2025 (4:00 PM)
STARTING DATE: 01-Jun-2025

ARC Mission Statement

The American Refugee Committee (ARC) is an international nonprofit, nonsectarian organization that has provided humanitarian assistance and training to millions of beneficiaries over the last 35 years. ARC works with refugee communities in 15 countries worldwide, helping people regain control of their lives. The people ARC serves have lost everything to events completely beyond their control. ARC provides shelter, clean water and sanitation, health care, skills training, microcredit education, protection, and whatever support we can to let people begin again.

The Myanmar country program of the American Refugee Committee is actively responding to humanitarian concerns in Myanmar, particularly in remote areas of the Southeast region. ARC works closely with national and local authorities to galvanize concerted and coordinated lifesaving humanitarian assistance to people in need. Primary interventions focus on community health responses to endemic malaria among hard-to-reach or transient populations.

Project Overview

The Regional Artemisinin Initiative (RAI) has been expanded with a 4th phase, the RAI-4 Elimination (RAI-4E) program, which contributes to the elimination of Malaria in Myanmar and the prevention of the emergence or spread of artemisinin resistance in new areas. This program, supported by Global Fund, is a multi-state program focused on the Southeast region and Northeast region of Myanmar, partnering with and serving primarily ethnic minority populations in hard-to-reach localities.

Primary Purpose of the Position

The Logistics Liaison (LL)/Logistic and Administrative Assistant (LAA) will deliver all the logistics activities in compliance with ARC and the Global Fund's Procurement Supply Management policies and procedures. This position will also be responsible for implementing and managing systems to collect, manage, and analyze procurement and supply chain data within the designated geographical area.

Essential Duties and Responsibilities

Stock and Warehouse Management

- Manage proactive tracking of all medical supplies, equipment, materials, and food, as well as lease and rental services in transit. Oversee the entire supply chain process from receipt to storage and onward distribution.
- Capture pipeline information to keep Program staff well-informed about incoming goods and materials.
- Coordinate with program staff for necessary stock replenishment in the field, stock forecasting, and indents.
- Receive, review, and consolidate stock reports and ensure the timely submission of monthly stock reports.
- Ensure real-time and accurate recording of commodity and day-to-day inventory transactions (stock cards, inventory reports, and related documents) and documentation on daily deliveries and shipments.
- Monitor commodity distribution, usage, and shortages and promptly notify the program officer and relevant staff in case of any supply disruptions and shortages.
- Regularly review the expiry dates of all commodities in the warehouse, transit points, and service delivery points. Report expiring items and plan for disposal or return of all expired stock according to guidelines.
- Ensure commodities are stored in the warehouse according to storage guidelines.
- Monitor the usage of storage equipment (e.g., pallets, shelves, cupboards, LogTag, and dehumidifiers) according to storage guidelines and PR requirements.

Assets and Insurance Management

- Record, update, and label all assets and non-capital equipment (NCE) accurately.
- Conduct monthly physical counts of assets and NCE in coordination with the program and finance team.
- Ensure proper assignment of assets and timely recording of relocations.
- Ensure asset and NCE disposals adhere to ARC and Donor policies.
- Ensure all assets and NCE are insured in project areas and renew fire insurance regularly.
- Ensure vehicles and motorbikes are registered and maintain updated insurance coverage.

Office Management

- Manage and maintain an accurate filing system for office documents and records for audit purposes.
- Assist in procurement, events, and travel/transportation for all staff.
- Ensure the safety and security of the warehouse, office, and premises.

Supply Chain

- Engage with freight forwarding agencies, freight handling/clearance agents, and local Customs to manage cargo at all supply chain points under the guidance of a supervisor.

Education, Technical Skills, and Knowledge Required

- A professional degree in the relevant field.
- 3-5 years of experience with INGOs, especially in medical logistics/supply chain.
- Experience in communicable disease control projects such as malaria, TB, and COVID-19.
- Experience in The Global Fund's procurement and supply management principles is preferred.
- IT Literacy: Microsoft 365, including Word, Excel, PowerPoint, Outlook, and SharePoint.
- Ability to use supply chain management and GIS applications is preferred.
- Proficiency in Mon or Karen ethnic languages is preferred.
- English (CEFR Level): Independent User.

PSEA Clause for Job Advertisements

Alight/ARC has a zero-tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff must adhere to the Code of Conduct, which enshrines the principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with and adherence to the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Diversity

ARC is committed to gender equity and ethnic and racial diversity in programs and organizational policy. ARC's employment policy provides for the equality of opportunity, regardless of race, color, sex, age, religion, national origin, citizenship status, physical or mental disability, or past, present, or future service in the uniformed services. ARC will not violate any applicable law by showing partiality or granting any specific favors to any employees or group of employees.

Submission of Application:

Interested candidates are required to submit a cover letter, a CV/Resume, and details of at least two referees via E-mail to MMJobs@wearealight.org latest on 12-May-2025 (4:00 PM).

Please mention the position title clearly in the subject line of the applications by E-mail.

Only shortlisted candidates will be contacted. Reference & background checks will be performed for successful candidates.