



# Myanmar Red Cross Society

HR-HQ VA No.048 – Logistics Officer



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

## Logistics Officer

**No. of Post** : 1 Post  
**Report to** : Senior Logistics Officer  
**Department** : Logistics and Supply Chain Management Department  
**Program/Project** : Humanitarian Assistance to People affected by Complex Emergency in Myanmar  
**Duty Station** : Nay Pyi Taw/Yangon  
**Grade** : D-2  
**Benefits** : Salary + Insurance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave+ Paternity Leave + Compassionate Leave + Blood Donation Leave

**Application Period** : 10-March-2025 to 24-March-2025, 16:30 p.m.

### Background of the Department

MRCS Logistics and Supply Chain Management Department provided support in terms of relief distribution, transport activity, local purchase of relief items, support to health and care activities, support to disaster management programmes (such as purchase of disaster preparedness stocks), carrying out custom clearance of the imported suppliers, dissemination of procedures and guidelines, training of staffs and volunteers. Since early 2013, the logistics and Supply Chain Management department has been supporting MRCS develop a common community-based approach to build community resilience. Technical assistance and support on strengthening disaster preparedness and response systems is also included in the operational plan. Logistics and Supply Chain Management Team is supporting to those programme as well as other projects and programme which MRCS is implementing in country with the bilateral supports of Partner National Societies (PNSs) in Myanmar.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*

*MRCS-DRC/Logistics Officer for NayPyiTaw/Yangon/ Logistics and Supply Chain Management Department (10/3/2025)*



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## Purpose of the Position

The purpose of the **Logistics officer** is to initiate and implement Logistics activities, strengthened preparedness and response capacity of MRCS carry out warehouse, procurement and transportation tasks in support of MRCS operation.

## Duties and Responsibilities

### Procurement

1. Carry out logistics and procurement processes under MRCS programmes in accordance with MRCS and donor standard procurement practices.
2. Maintains an accurate and up-to-date supplier information database for regularly purchase items and keeps informed of local market conditions. Ensures, through regular market investigation, that all purchased goods meet international standards, are fit for them intended purpose and have, where required, appropriate inspection certificates.
3. Prepare the procurement plan in close coordination with the project team.
4. Obtain quotations, prepare Comparative Bid Analysis and recommendations to purchase at the central level, with authorization, purchase appropriate supplies according to procurement procedures.
5. The Logistics Officer will liaise with suppliers and service providers to ensure timely and effective delivery of goods and services to the activities in collaboration with the Procurement and logistics officers at the Host National Society.
6. Liaise and co-ordinate with relevant internal stakeholders regarding delivery of supplies and keep all parties informed of any changes in a timely manner.

### Transportation

7. Prepare the weekly stock position reports and share it with relevant departments within HQ and project areas.
8. Arrange for safe transportation of all purchased/ procurement items to project areas and store it in line with warehouse procedure before distribution to beneficiaries.
9. Plan and organize the MRCS transportation requirements, implement/ maintain use of transportation management system for any MRCS owned and third-party vehicles (Heavy) to assist senior Logistics officers in planning best use of vehicles.

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## Warehousing

10. To ensure the correct storage, rotation of stock and proper structural maintenance of warehouse(s) to keep all stocks in good condition.
11. Maintain fixed asset registers and inventory ledger.
12. Ensure that warehousing report is updated on daily basis and data is entered with all receipt and dispatch details within the specified time frame.

## Reporting

13. To provide support and assistance to senior Logistics officer to support and implement the operation/project activities successfully.
14. As an MRCS employee, be managed by and governed by the rules and regulations of MRCS.
15. Assistant to Senior Logistics officer who will liaise with Logistics Manager for any technical advice, discussions and support for successful completion of the logistics related activities.
16. All work-related requests from program staff members will be directed through the MRCS Senior Logistics officer to avoid any miscommunication.
17. Produce regular, timely and accurate narrative progress reports to respective Senior Logistics officer.

## General

18. Provide technical support to project staff where necessary.
19. Frequent travel to project areas will be required.
20. Perform any duty assigned by the Director and the Department.

## Skills, Competencies and Requirements

- **Must be University Graduate**
- Diploma in Logistics and Supply Chain is preferred
- Minimum 2 to 3 years' experience in a logistics and supply chain
- Proven computer skills (MS Word, Excel, Page Maker, PowerPoint)
- Strong Interpersonal communication skill, and solution oriented
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Effective communicator with good time management and Willingness to perform assigned tasks and duties

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- Ability to work well in a team and dealt with stressful situation and ability to travel anywhere at short notice
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience of working for the Red Cross/Red Crescent is preferred

**\*\*Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri,

Nay Pyi Taw.

Email: [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@redcross.org.mm) (or)

Branch Office:

Myanmar Red Cross Society

No. 42, Red Cross Building, Strand Road,

Botahtaung Township, Yangon. (or)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

Only short-listed candidates will be contacted for a personal interview.

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