



**Myanmar Health Assistant Association
Vacancy Announcement
(VA - 030/2025 MHAA-HR)**

Position Title	Logistics Officer
No of post	1 Post
Department/Project	IHNW Project (Emergency Response)
Location	Mandalay Region.
Report to	Project Manager/ Supply Chain Manager
Grade	D1
Application Deadline	9 May 2025

Myanmar Health Assistant Association (MHAA) is organized with Health Assistants and is a national association of public health professionals striving towards accessible and equitable quality public health services through health promotion, prevention and control of diseases. MHAA stands as a united, independent organization earning public trust and international recognition. MHAA works in Myanmar to execute health programs that focus on strengthening and enhancing community access to coordinated, effective, and comprehensive health care services. MHAA is actively implementing programs in 94 townships of Myanmar in the areas of disease control, RMNCHN, WASH and emergency response. Accountability, respect for human dignity, empathy, non-discrimination, integrity, and professionalism are among the MHAA's core values. Please visit www.myanmarhaa.org to learn more about the MHAA.

Position Summary

Under the supervision of the Supply Chain Manager/ Project Manager and the Senior Logistics Officer, the Logistics Officer is responsible for overall management in maintaining inventory, ordering materials, operating necessary

equipment, managing the warehouse, packing materials, and arranging appropriate transportation and shipping out to other locations with the activities for the assigned project. The Logistics Officer is expected to contribute his/her expertise in emergency response, managing the purchases, orders, and administrative process in collaboration with the budget holder, responsible for tracking technical needs of the operation team and Admin team, including overseeing the log sheet; preparing a report as required.

Specific Duties and Responsibilities

- ❖ Ensure that logistics procedures and policies are well implemented and followed up for all activities in the project.
- ❖ Ensure that proper support is given to the operations according to their needs and requirements.
- ❖ Ensure close monitoring of logistic and operational activities of the base.
- ❖ Receive and perform the process of procurement requests/ purchase orders according to internal policy and donor, such as office rental.
- ❖ Facilitate the transportation and dispatch of supplies to project sites to ensure smooth and timely implementation of project activities in project townships.
- ❖ Oversee the effective management of all program stocks, including medical supplies, Nutrition, and WASH supplies relating to the Earthquake response.
- ❖ Draw up procurement plans and consolidate purchases (weekly/ monthly).
- ❖ Do quality control for all supplies ordered and delivered.
- ❖ Provide the Technical Log with monthly updates, equipment registry, and inventories.
- ❖ Proven track record of supervising and monitoring materials and regular updating of stock card/ books.
- ❖ Perform proper management and logistics at the field office.
- ❖ Submit updated information and monthly and quarterly reports promptly to the Project Manager and the designated contacts in the logistics department.
- ❖ Undertake any necessary actions required for project activities under the

project frame.

- ❖ Perform other project duties as assigned by the supervisor and Program Management Unit.

Others

- ❖ Perform other duties as assigned by the supervisor.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.

Skill and Requirement

- ❖ Any Bachelor's degree with Diploma in logistic and supply chain management will be an asset.
- ❖ At least one to two years of experience related to logistics, procurement, stock management, and transportation functions, preferably with NGOs or INGOs in emergency situations.
- ❖ Must have computer skills in Microsoft Office.
- ❖ Working knowledge of spoken and written English.
- ❖ Ability to work systematically, accurately, independently and under pressure in a physically challenging environment.
- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy.
- ❖ Good interpersonal communication skills.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.
- ❖ Follow the HR rules and regulations of MHAA with the direct supervisor.

Application Instruction

Candidates should submit their application, including their curriculum vitae and application letter, in one attached file (either Word or PDF file), to the Myanmar Health Assistant Association at hr.recruitment@myanmarhaa.org, quoting " **Logistics Officer VA-030/2025 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **May 9, 2025** Myanmar time.

- **Application will not be successful if applied position is not mentioned correctly.**
- **Only short-listed candidates will be contacted for interview. Telephone**

query will not be answered.

- **Application received after the closing date and time will not be considered.**

“Due to the urgency of the position, our organization reserves the right to recruit a candidate who matches the required profile before the above deadline.”

HR Unit

Myanmar Health Assistant Association (MHAA)

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MHAA is an equal opportunity employer. We welcome applications from all qualified candidates, regardless of race, ethnic origin, religion, age, gender, sexual orientation, or disability. MHAA has a zero-tolerance policy on fraud and corruption, sexual exploitation, harassment, and abuse, and expects the commitment of its employees to the MHAA Code of Conduct including child protection.