



32/ A (1), Kokkhine swimming club lane, TharthanaYeiktha Quarter, Near Sayar San Road, Bahan Township, Yangon.

[www.mam.org.mm](http://www.mam.org.mm)

Medical Action Myanmar (MAM) is a medical aid organization. MAM aims to improve access to quality health care for all people in Myanmar. MAM provides large-scale access to prevention, diagnosis & treatment of HIV, Malaria, Tuberculosis and Basic Health Care provided by 20 clinics and 2300 Community Health Workers in remote areas. MAM employs over 1200 staff.

## VACANCY FOR: Logistics Assistant (Medical Supply)

<b>Report to:</b>	<b>Medical Supply Manager</b>
<b>Job location:</b>	<b>Yangon Coordination Office</b>
<b>Deadline for application:</b>	<b>10<sup>th</sup> June 2025</b>
<b>Starting date of position:</b>	<b>As soon as possible</b>
<b>Vacancy Number:</b>	<b>VA-0039/2025</b>

### Duties and Responsibilities:

Provide accurate and timely data for reporting and analyzing purposes. Perform any activity assigned by Medical Supply Manager related to data management and reporting.

### **Principal Responsibilities**

- Daily stock in and stock out of Medical Supplies to the requested projects stores and clinics by using mSupply (desktop) software
- To make sure the accuracy and accountability on medical stock data
- To support warehouse staffs technically as well as project logistics staff regarding with medical supplies and mSupply stock data
- To communicate with other senior counterparts for any drug request approval submitted from MAM projects and clinics through mSupply
- To provide packing list for drug requests from MAM projects and clinics to Central warehouse and monthly physical stock count together with warehouse staff.
- Ensuring the quality of medical supplies when receive from local procurement and international procurement
- To generate data reports from mSupply on any given timeframe upon request of medical supply Manager when required.
- To assist the preparation of donor stock reports
- Act as a representative of Medical Supply Manager during her absence
- Any other assignments instructed by Medical Supply Manager and/or Sr. Medical Supply Officer

### **MAM Requires:**

#### **To be successful in this role you must have:**

Education	:	Bachelor of Pharmacy
Language	:	Fluent in English and Myanmar
Experience	:	Experience in similar logistic work is preferable
Specifications	:	Highly motivated to learn. Hard working, flexible in working hours, able to work independently.

**MAM offers:**

- Salary depending on experiences starting from **200 USD to 240 USD** per month (on a 12 months' basis);
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation up to one month of pay for untaken leave;
- Medical benefits;
- Gratuity Pay;
- Bus fare allowance;

**Application process:**

Interested applicant should submit updated CV/Resume in the link below:

<https://forms.gle/1nyTK38cPeVnaPg68>

No need to send scans or copies of certificates or diplomas, these will be requested later.

For further information on Medical Action Myanmar, please consult our website [mam.org.mm](http://mam.org.mm)

**Please note that due to the urgency of this position, applications will be reviewed on an ongoing basis, and the org reserves the right to initiate the recruitment process before the deadline for applications.**

MAM welcomes applications from all sections of the community including people with disabilities.