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Médecins Sans Frontières (MSF) is an international medical humanitarian not-for-profit organization. MSF provides assistance free of charge to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. MSF has been working in Myanmar since 1992 and is currently providing healthcare in Kachin, and Shan states, as well as Yangon.

Vacancy Announcement No. YC 25070801

Job title: **Mission Technical Referent-Supply**
Job location: **Yangon Coordination Office**
Accountable to: **Deputy Logistics Coordinator**
Deadline for applications: **22nd July 2025**
Employment term: **1-year fixed term contract with possibility of extension**

MAIN PURPOSE OF THE POSITION:

Leading an area of specialization within the logistics family by providing technical guidance, developing and ensuring the implementation of the Myanmar Mission policies, guidelines and standardization of common practices in accordance to MSF-OCA policies in order to enable the development of the mission in optimal working conditions.

ACCOUNTABILITIES:

- Together with the Deputy Logistics Coordinator Supply, create the needed documents to calculate and review the annual budgets for medical supply according the operational needs and objectives
- Provide support to the Deputy Logistics Coordinator Supply with drafting and designing the mission specific supply guidelines and policies
- Provide technical support concerning all supply and cold chain related topics and ensure best practices for supply chain processes
- Monitor stock lists and provide feedback to the projects regarding expired and nonstandard medical items, overstocks and discrepancies
- Support and train logistics teams to ensure understanding and adherence to supply manuals, policies, best practices and procedures
- Collaborate with the Coordination medical and pharmacy department regarding updating the MSL on a periodical basis (before each IMO and budget revision)
- When requested, supervise and implement supply activities, and in the event of major technical or other supply chain problems, inform the line manager, in order to actively propose a solution
- Carry out evaluations of all supply chain processes in order to ensure that the correct supply procedures are followed at both coordination and field level
- Review and analyze supply and cold chain reporting at project level and complete mission level supply and cold chain reporting in the LRT
- Support Supply Responsible and collaborate with Technical MTR team on technical input concerning procurement (e.g. specifications and codification)
- Regular visits to the projects to evaluate supply processes, provide support in terms of training, maintenance and follow-up on supply chain or procurement issues. Write trip reports and give feedback to projects and Logco/Dep Logco

UF Key User

- Is the first line support or central focal point for all UF, supply related problems, questions and inquiries for all project and Coordination supply logs and is the central focal point for all communications with the HQ Help Desk and Top Desk.
- As UF key user and focal point for supply, communicate all changes, new features, releases and functionalities and forward feedback and instructions received from HQ to all mission UF supply users
- Conduct pro-active maintenance tasks by periodically reviewing (every 4M) the Project Instances. Specifically to spot check interrupted processes, unprocessed incoming shipments or deliveries and provide projects with feedback on possible issues. (Unprocessed reception and deliveries can rapidly make stock management impossible, and very time consuming to correct later on)
- Supply UF Training / coaching and briefing for new arrival, new hired supply staff (including expats)
- After review by the Logco, is responsible to create new product descriptions and codes with the assistance of the MTR team when applicable
- Is the backup responsible to create new suppliers for Coordination supply and finance
- Perform any other relevant tasks assigned by his/her supervisor as necessary

You are offered the opportunity to work with the world's largest medical humanitarian organization and work with very experienced colleagues in a highly professional working environment. Please learn more about MSF and our charter on our website: www.msf.org

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our employees. We welcome applications from individuals of all genders, ages, sexual orientations, nationalities, races, religions, beliefs, ability status, and all other diversity characteristics.

REQUIREMENTS:	
Education	Essential university or technical school diploma, desirable studies related to supply management or logistics.
Experience	<ul style="list-style-type: none">• Essential previous experience in the area of specialization (minimum two years).• Proven understanding of MSF Field Logistics
Languages	<ul style="list-style-type: none">• Advanced level in oral and written English essential• local language desirable
Knowledge	Essential computer literacy (word, excel and internet)
What we offer is: <ul style="list-style-type: none">• Competitive Salary (40 hours per week), with regular salary benchmarking updates;• 13th months bonus;• Loyalty increment;• All gazetted public holidays as paid off-days, plus two additional holidays;• 16 paid leaves (including 6 casual leaves) on an annual basis;• Excellent health care package for staff, spouse and children;• Extensive local, international and online training opportunities;• Extra Allowances (if applicable); travel allowance etc;• For this job opportunity specifically is explicitly for local contract only	

HOW TO APPLY:

- Register your application information via the following link or scan the QR Code:



(or) [Click Here to fill in Online Form](#)

- Send your updated Cover Letter, CV and education certificates to myanmar-career@oca.msf.org with the subject line:
- **"YC25070801_Mission Technical Referent-Supply"**, only CVs submitted in English to the above email will be considered.
- Only shortlisted candidates will be contacted.
- Candidates are encouraged to apply early, as applications may be screened before the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact HR Coordinator, myanmar-hrco@oca.msf.org

MSF employees on a full-time contract are not permitted to work for any other employer than MSF. All candidates who are applying for a full-time job committed themselves that after being hired by MSF, MSF will be the only employer.