

38/ B (1), Pyi Htaung Su lane, TharthanaYeiktha Quarter, Near Sayar San Road, Bahan Township, Yangon. www.mam.org.mm

Medical Action Myanmar (MAM) is a medical 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 we provide Basic Health Care. We support over 1700 Village Health Workers in diagnostic testing and treatments. A basic health care package is provided to deal with the most common diseases, and referral for complicated cases is supported. MAM is also running 12 clinics for HIV, HCV, TB and general health in sub-urban and in remote areas in Yangon, Karen, Mon, Sagaing and Kachin states. MAM employs over 850 staff.

VACANCY FOR: Logistics Officer (Warehouse)

Reports to: Medical Supply Manager
Job location: YGN Coordination Office

Deadline for application: 1 August 2021

Starting date of position: As soon as possible

Vacancy number: VA - 00058

Description of the vacant position;

Key Objectives and Responsibilities in general;

Under the overall supervision of Logistics coordinator and immediate supervision of Medical Supply Manager, S(he) provides accurate data of stock situation, shortage and excess of stocks for the purpose of analysis and forecast. Manage all incoming stock and outgoing stocks to be ready to dispatched and/or distributed to all MAM projects and clinics sites in timely manner.

Principle accountabilities

- To maintain a well-organised and properly arrange medical and non-medical store.
- To ensure proper checking of all incoming cargoes, international and local procurement.
- To ensure sufficient stock levels and timely reporting of possible shortages.
- To initiate and organise regular physical stock inventory of medical supplies, closely working with medical supply assistant
- To maintain an up-to-date and well-organised stock administration and filing system.
- To ensure correct and timely preparation of outgoing shipments to all projects and clinics
- To ensure correct and timely processing of regular orders from clinics, labs and other projects.
- To take appropriate action and report to supervisor if any discrepancies or damages are found.
- To ensure proper management of central warehouse in line with MAM warehouse standard operating procedure
- To ensure the safety and security of the warehouse and immediate report to logistics coordinator in case of issues
- To ensure proper identification, collection and disposal of expired drugs on a regular basis.
- To supervise and manage all storekeepers and warehouse Guards.
- To write reports on time whenever required.
- Perform any additional duties required by the immediate supervisor.

Human Resource Management:

- Supervise and provide training to storekeepers in warehouse if necessary
- Perform any additional duties required by the immediate supervisor

MAM requires:

To be successful in this role you must have:

- University Degree or diploma in supply chain or other relevant study.
- Minimum 2 years relevant experience in similar role at relevant field with international NGO or Business Company.
- Experience in supervising and training others
- Willingness to present in unstable environments
- Good computer skills (Microsoft office, able to use e-mail)
- Fluent in English and Myanmar, good at English writing
- Ability to organize & priorities workload independently, using initiative when appropriate, attention to details.
- · Ability to act as part of a multi-cultural and multi-disciplinary team

MAM offers:

- Salary depending on experiences starting from 400,000 MMK to 500,000 MMK per month (on a 12 months basis);
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation upto one month of pay for untaken leave;
- Medical benefits;
- Gratuity Pay;
- Yangon bus fare allowance;

Application process:

Interested applicant should submit updated CV/Resume in the link below: https://forms.gle/LmgqsiiDVKLuPBwJ8

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

Application subject line should clearly mention vacancy number and Job title. Only short listed candidates will be contacted.

For further information on Medical Action Myanmar, please consult our website mam.org.mm

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