



32/ A (1), Kokkhine swimming club lane, Tharthana Yeiktha 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: Logistic Assistant – 3 Positions

Reports to: Deputy Logistic Coordinator
Job location: Yangon (Hlaing Tharyar, Insein, 7 Mile)
Deadline for application: 28 July 2021
Starting date of position: As soon as possible
Vacancy number: VA – 00060
Contract Duration: 3 months with possible extension

Duties and Responsibilities;

Key Objectives / Principal Responsibilities

Under the supervision of the Deputy Logistics Coordinator, He/she provides administrative and operational support for efficiency and smooth running of Oxygen Centre.

Principle accountabilities

Responsible for Supply activities in the Mission,

Supply Management:

- To ensure effective management of emergency COVID-19 supplies, furniture and equipment at the Oxygen Treatment Centres, including management systems to record, track and report receipt, storage, refrigeration, transportation and distribution.
- Provide immediate support to Oxygen Treatment Centre in the warehousing, transportation, distribution and reporting on the bulk of emergency COVID-19 Supplies and services
- Provide support to MAM's Yangon Coordination Office to identify logistics and operational needs, for smooth implementation of Oxygen Treatment Centre and procurement of emergency supplies and delivery to requested Oxygen Treatment Centre in a timely manner
- Implement a Tracking system for the receipt and distribution of all emergency supplies and equipment in collaboration with the MAM's Coordination Office.
- To maintain emergency Covid 19 supplies stores well organized, keep proper records of stock and replenish in timely manner in close collaboration with Medical Doctor In Charge at Oxygen Treatment Centre.
- To make sure regular checking, servicing and maintenance of equipment including oxygen concentrators, generators etc.
- Perform any additional duties required by the immediate supervisor.

Purchasing:

- To assist in carrying out purchasing in the local market and equipment of (medical and non-medical) in a timely manner for MAM clinics.
- To follow up all local purchase orders with the suppliers to ensure timely delivery and share the updated information with requestor in case of delay.

Requirements

To be successful in this role you must have:

- Bachelor degree holder or Diploma or equivalent experiences
- Basic computer skills (Microsoft Office Package) but not necessary
- Basic command of English
- 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

Monthly Salary: 450,000 MMK

Application process:

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

<https://forms.gle/PyBNxrSMEcJTMU8>

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.