



## Career Opportunities

<b>Position Title</b>	: <b>Logistic Assistant</b>
<b>No. of Post</b>	: (1) Post
<b>Report to</b>	: Program Support Officer/Senior Programme Officer
<b>Department</b>	: Health Department
<b>Duty Station</b>	: Taunggyi
<b>Benefits Packages</b>	: Salary +Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
<b>Application Deadline</b>	: (06.02.2019),16:30 pm

**Myanmar Red Cross Society (MRCS)** is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. MRCS initial Salary determination will be calculated depending on applicant's competencies and experiences. Benefit Package consists of Paid Medical, Annual, Casual Leave, On-Duty for Training, Provide Cost Living Allowance, Accommodation Allowance& Hardship Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

**Programme Background:** Myanmar Red Cross Society has been implementing "Community Based Programme for Malaria Prevention" which has been funded by UNOPS/GF starting implementation in 10 townships of Southern Shan State since 2011 to 2014 and expanded to 11 townships from 2015 to 2017. This programme has been expanded its programme activities and area from year to year to such an extent that only 300 villages in 2011 to 1000 villages in 2016 and 2017. Currently this programme is extended from 2018 to 2020 with the support of UNOPS Global Fund RAI2E in 15 townships of Southern Shan State. The main programme activities in 2018 are Integrated Community Malaria Volunteer (ICMV) trainings, Community Malaria Case Management through ICMVs, Continuous LLINs distribution, Health Education Sessions, Case Detection in MMP (work

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sites) by Mobile Teams, etc. This programme has been closely coordinated and collaborated with National Malaria Control Programme (NMCP), State VBDC team, State Health Department, respective Township Health Departments and other stake holders at Central, State and Townships level in implementing its programme activities and has also been contributing to achieve the Goal of National Plan for Malaria Elimination in Myanmar (2016-2030).

Purpose of this position: Under the supervision of logistic officer for technical issues and Program Support Officer will supervise for day-to-day management in implementing Malaria prevention activities within the Framework of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movements.

#### Duties and Responsibilities

- 1 Arrange delivery in a timely and cost effective manner including approval for travel, training, workshop, and meeting in line with respective procedures in a field/project township level.
- 2 Assistant Program Support Officer to ensure that all purchased goods are of MRCS standards and donor's requirement and fit for the purpose and have appropriate inspection and follow up procurements process as required.
- 3 Ensure the entry quotation/ procurement data regularly and keep all records and documents in proper manner in line with filing system.
- 4 Ensure all purchased items are safety transported to project sites and store it before distribution to beneficiaries.
- 5 Maintain materials in proper manner in line with warehousing procedures.
- 6 Regularly check any potential stock out and expiring of RDT and anti-malaria drugs and inform the supervisors in time to avoid that as much as possible.
- 7 Records and maintain asset registers, inventory, stock at project area, providing timely stock reports to Program and Logistics Focal person.
- 8 Ensure the fleet record, fuel consumption for motorbikes, Generator machine and transportation management system for any MRCS owned vehicles and assist program support officer in planning best use of vehicles and vehicle log-book.
- 9 Provide technical support to township project staff where necessary.

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- 10 Perform any other duties assigned by Program Manager in field logistics level.
- 11 All responsibilities should be carried out in line with Red Cross and Red Crescent movement principles.
- 12 Perform any other duties assigned by Program Manager.

### **Skills, Competencies and Requirements**

- **Myanmar National**
- University Degree holder
- Minimum one year experience in related field
- Effective communication of English and Myanmar
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Be obedient, honest, trustworthy and reliable
- Strong skill in numerical recording, data maintenance and documentary skills
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Able to work well in a team and live in stressful situations
- Ability to travel anywhere at short notice
- Strong interpersonal communication, cooperation and coordination skills
- Can work overtime outside the office hours/on weekends as required
- Understanding of the Red Cross Movement and willingness to actively promote Red Cross fundamental principles
- Red Cross Volunteers are encouraged to apply

**Application process:** Please send your application letter, CV, and related documents in PDF format;

### **State Office:**

**Myanmar Red Cross Society**

**West Circular Road, Taunggyi.**

**Email: [mrcshr.tgi@gmail.com](mailto:mrcshr.tgi@gmail.com)**

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For more information and application, please visit to the [www.myanmarredcrosssociety.org](http://www.myanmarredcrosssociety.org).

Please mention "Position Title" in subject if you apply. Only short listed candidates will be contacted for a personal interview.

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