



Career Opportunities

Position Title	: Senior Logistics Officer
No. of Post	: (1) Post
Report to	: Program Coordinator
Technical Supervisor	: Logistics Manager
Department	: Rakhine Operations Management Unit
Duty Station	: Maungdaw
Grade	: E1
Benefit Packages	: Salary + Staff house + Hardship Allowance + Additional Allowance + Insurance + Communication Charges + Travelling Allowance + Home Return Leave / Annual Leave + Quarantine Leave + Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave Program
Application Deadline	: (17/06/2019), 16:30

Program Background: In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. With the support of IFRC, PNSs and MRCS has initiated Branch Capacity Building Development program in Sittwe, Myauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. Program period is initial three months and high possibility of extension as long-term program.

Purpose of this position: The purpose of the Senior Logistics Officer is to initiate and implement Logistics activities focus on Procurement, Logistics and Warehouse based in Maungdaw Hub Office of Myanmar Red Cross Society.

Roles and Responsibilities:

- Ensure all aspects of planning, management and implementation of logistics, warehouse and procurement activities in Maungdaw Hub Office with the MRCS HQ Logistics Department

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within the Framework of the MRCS policy and procedure and accordance with the Fundamental Principles of Red Cross Movement.

- Work towards the achievement of MRCS Logistics Department's goals through effective managerial and lateral relations and teamwork.
- Ensure understanding of role, responsibilities, lateral relationships, accountabilities and teamwork.

Program Management

1. Coordinate and manage the supply chain and logistics support for operations, including requisitioning, receiving, storing, and issuing goods.
2. Manage warehouse system and logistics/fleet staff as well as labour and ensure security of warehouse.
3. To implement/maintain and follow MRCS standard warehouse practices and record keeping to full audit trail standard.
4. To ensure the correct storage, rotation of stock and proper structural maintenance of warehouse(s) to keep all stocks in good condition.
5. Manage warehouse administrative system including maintenance and repair of warehouse and warehouse equipment, renovation and upgrading of warehouses and state & region's warehouses building.
6. Provide management, guidance and maintenance of logistics fixed assets, including the arrangement of custom clearance and Fleet insurance.
7. Provide technical coordination and advice to other departments and function within the hub office.
8. Provide timely advice and technical support on logistics issues to other functions within the hub office.
9. Perform any other tasks assigned by Director.
10. Implement the follow up activities of review, evaluation and senior management

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Monitoring, Evaluation and Reporting

11. Conduct regular monitoring on stock position in relation with Logistics assistant and Warehouse person.
12. Submit monthly progress report and annual report which includes activities done, challenges, expenses and financial situation to Director of OMU and Logistics.
13. To produce regular, timely and accurate narrative and technical reports for the MRCS, PNS and Donors requirements.
14. To maintain accurate stock control and records at all times and provide weekly/ monthly stock reports to through Hub Manger/Logistics Manager to Director of OM Unit, Logistics Department and to provide advice on warehousing issues that affect the overall logistics operation.
15. When emergency appears, submit report to Program Coordinator/Hub Manager and National Head Quarter in urgent manner.
16. Prepare and submit report to direct supervisor after attending the meetings/ workshop/ seminar/ training.

Financial Management

17. Ensure the program budget in line with financial guidelines and policy.
18. Responsible for working advance validation and claim in time.
19. Regular monitoring on budget and expenditure as well as utilization and variance.

Staff Management

20. Participate in the evaluation of personnel's performance in line with Performance Appraisal Guidelines.
21. Prepare staff job description in detail manner, and participate in recruitment of the logistics staff.

Coordination

22. Build lateral relationship with external partners, Movement partners, local donors, local authorities and government departments.

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23. Ensure effective working relationships with delegates, staff, and volunteers.
24. To ensure project overall coordination, logistics, financial accountability, reporting and communication with the partners and stakeholders.

Skill and Competencies Requirements

- Must be a Myanmar National
- Age under 50 years old
- University Graduate (any Graduate)
- Preferable Diploma or Certificate in logistics, procurement, warehouse or stock management and supply chain subject
- Minimum 3 years' experience in a logistics, administrative and supply chain management
- Good language skills in both written and speaking of English and Myanmar
- Strong skills in report writing and analytical skill
- Ability to manage priorities, work under pressure and meet deadlines with strong attention to consistency, detail, and quality
- Good interpersonal and communication skills and able to work well in a team
- Proficiency with Microsoft Office Application (Word, Excel, and PowerPoint)

Application process: Please send your application letter, CV, and related documents to; (PDF version)

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.

Email: mrcshrrecruitment@gmail.com

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)

For more information and application, please visit to the www.redcross.org.mm

Only short listed candidates will be contacted for a personal interview.

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