



Myanmar Red Cross Society

Career Opportunities

Position Title	: Logistics Officer
No. of Post	: (1) Post
Report to	: Logistics Manager
Department	: Logistics Department
Project	: Rakhine Mobile Health Unit Project
Duty Station	: Nay Pyi Taw/ Yangon
Grade	: D2
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave+ Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (04/09/2019), 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, MRCS has initiated Branch Capacity Building Development program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. Program period is initial three months and high possibility of extension as long term program. Maungdaw, Buthidaung, and Rathedaung areas are under the management of Maungdaw Hub office. MRCS is setting up Operation Management Unit.

Purpose of the Position: The purpose of the Logistics Officer is to initiate and implement Logistics activities of the programme. This position is within Myanmar Red Cross Society (MRCS) based in Yangon, funded by Norwegian Red Cross (NorCross).

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"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"

Duties and Responsibilities

1. Carry out logistics and procurement processes under NorCross funded, MRCS programmes in accordance with MRCS and NorCross standard procurement practices.
2. Maintains an accurate and up-to-date supplier information database for regularly purchased items and keeps informed of local market conditions. Ensures, through regular market investigation, that all purchased goods meet International standards, are fit for their intended purpose and have, where required, appropriate inspection certificates.
3. Prepares request for payments ensuring the full supporting documents are in place and ensures that payment requests are signed in accordance with MRCS and NorCross guidelines.
4. Prepare the procurement plan in close coordination with the project team.
5. Obtain quotations, prepare Comparative Bid Analysis and recommendations to purchase at the central level, with authorisation, purchase appropriate supplies according to procurement procedures.
6. The Logistics Officer will liaise with suppliers and service providers to ensure timely and effective delivery of goods and services to Norwegian Red Cross supported activities in collaboration with the Procurement and logistics officers at the Host National Society.
7. Liaise and co-ordinate with relevant internal stakeholders regarding delivery of supplies and keep all parties informed of any changes in a timely manner.
8. Identify/maintain accurate supplier information for regularly purchased items, keep information of local market conditions and establish/maintain good working relations with suppliers and inspection companies.
9. Prepare the weekly stock position reports and share it with relevant departments within HQ and project areas.
10. Arrange for safe transportation of all purchased/ procurement items to project areas and store it in line with warehouse procedure before distribution to beneficiaries.

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11. Maintain fixed asset registers and inventory ledger.
12. Plan and organize the MRCS transportation requirements, implement/ maintain use of transportation management system for any MRCS owned and third-party vehicles (Heavy) to assist Logistics Managers in planning best use of vehicles.
13. To provide support and assistance to Logistics Manager to support and implement NorCross project activities successfully.
14. Provide technical support to project staff where necessary.
15. Frequent travel to project areas will be required.
16. As an MRCS employee be managed by and governed by the rules and regulations of MRCS.
17. Assistant to Logistics Manager who will liaise with Regional Logistics Coordinator (NorCross) for any technical advice, discussions and support for successful completion of NorCross Logistics related activities.
18. All work-related requests from NorCross staff members will be directed through the MRCS Logistics manager to avoid any miscommunication.
19. Produce regular, timely and accurate narrative progress reports to respective Logistics Manager.
20. Perform any duty assigned by Logistics Manager.

Skills, Competency and Requirements

- **Must be a Myanmar National**
- **Age under 50 years old**
- Diploma in Logistics & supply chain management, Business Administration
- Minimum of 3 years of work experience in the field of logistics and procurement in the humanitarian sector
- Abide by and work in accordance with the Red Cross and Red Crescent principles
- Proven computer skills (MS Word, Excel, Page Maker, PowerPoint)
- Solution oriented
- Effective communicator with good time management

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- Fluency in English is required. Working proficiency of regional languages is an asset is preferable

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

Head Office:

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

Branch Office:

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

Email: mrcshrrecruitment@redcross.org.mm

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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