



Myanmar Red Cross Society

HR-HQ VA No. 123 – Logistics Assistant



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

Logistics Assistant

No. of Post	: 2 Posts
Report to	: Logistics Officer
Department	: Logistics and Supply Chain Management Department
Duty Station	: NayPyiTaw/Yangon
Grade	: C-1
Benefits	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Deadline : 4-December-2023, 16:30

Background of the Department

MRCS **logistics and Supply Chain Management Department** provided support in terms of relief distribution, transport activity, local purchase of relief items, support to health and care activities, support to disaster management programmes (such as purchase of disaster preparedness stocks), carrying out custom clearance of the imported suppliers, dissemination of procedures and guidelines, training of staffs and volunteers. Since early 2013, the **Logistics and Supply Chain Management Department** has been supporting MRCS develop a common community-based approach to build community resilience. Technical assistance and support on strengthening disaster preparedness and response systems is also included in the operational plan. **Logistics and Supply Chain Management Team** is supporting to those programme as well as other projects and programme which MRCS is implementing in country with the bilateral supports of PNSs in Myanmar.

Purpose of the Position

The purpose of the **Logistics Assistant** is to initiate and implement Logistics activities, carry out warehouse, procurement and transportation tasks in support of MRCS operation.

This position is within Myanmar Red Cross Society (MRCS) based in Yangon and Naypyitaw funded by Myanmar Red Cross Society.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"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"

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality
MRCS/Logistics Assistant for NayPyiTaw/Yangon/Logistics and Supply Chain Department (20/11/2023)



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Duties and Responsibilities

1. To assist the correct storage rotation of stock and proper structural maintenance of warehouse(s) to keep all stocks in good condition.
2. To maintain accurate stock control and records of regular basic and provide advice on warehousing issues that affect the overall logistics operation.
3. Ensure that warehouse/ inventory control is updated on daily basis and data is entered with all receipt and dispatch details within the specified time frame warehouse.
4. Ensure that accurate daily stock position reports are prepared using the warehouse management system and sharing it with relevant departments.
5. To maintain accurate stock control and records at all times and provide weekly/ monthly stock reports to the Logistics Officer and to provide advice on warehousing issues that affect the overall logistics operation.
6. To organize local labour to affect the timely and efficient reception to and dispatch of goods from the warehouse (if necessary).
7. To assist for implement/ maintain security and safety procedures/ systems and fleet Management System.
8. To records and maintain in coordination with respective warehouse for fixed asset registers, inventory ledger.
9. Procure goods and services on behalf of the MRCS following MRCS standard practices and keeping documentation to full audit trail standards.
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.
11. 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 officer in planning best use of vehicles.
12. To liaise and maintain timely communications with relevant other functions within the MRCS to ensure the timely and efficient receipt and dispatch of goods from the warehouse(s) in support of these other functions.
13. Perform other job-related duties assigned by the director.

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Skills, Competencies and Requirements

- **Must be any graduate or who studies and studied at the university with Certificate in Logistics & supply chain management**
- Minimum of 1 year of work experience in the field of logistics and warehouse management in the humanitarian sector and Red Cross Volunteer experienced.
- 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
- Working proficiency of regional languages is an asset is preferred
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience of working for the Red Cross/Red Crescent is preferred
- Moderate command of English and Myanmar especially in translating, including written, spoken and typing
- **Red Cross Volunteers and females are encouraged to apply**

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (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 Buildings, Strand Road,
Botahtaung Township, Yangon. (or)

Email: mrcshrrecruitment@redcross.org.mm (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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