



# Myanmar Red Cross Society

HR-HQ VA No. 038 – Warehouse Officer



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

## Warehouse Officer

No. of Post	: 1 Post
Report to	: Deputy Manager
Department	: Health Department
Duty Station	: Hpa-An
Grade	: C-2
Benefits	: Salary + Insurance + Supplementary Allowance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave

**Application Deadline** : 18-March- 2024, 16:30

### Background of the Operation

**Hpa-an Orthopaedic Rehabilitation Centre (HORC)** is run by Department of Health, MRCS supported by ICRC. Its aim is to supply orthopaedic appliances for persons with physical disabilities (PWDs) mainly from Kayin state, Mon State, Tanintharyi Region, Kayah State and Eastern Bago Region with free of charge. HORC provides prosthetic mobile repair services and repairmen services as well.

### Purpose of the Position

The purpose of the **Warehouse Officer** is to work towards the achievement of HORC's goals through effective managerial and lateral relations and teamwork, to assist the direct supervisor to manage the warehouse activities and various administrative tasks, to supervise the store assistant.

### Duties and Responsibilities

#### Warehouse Duties

1. Implement, maintain and follow MRCS standard warehouse practices and record keeping in accordance with audit trail standards.
2. Ensure the correct storage and rotation of stocks, as well as proper structural maintenance of warehouse in view of maintaining all stocks in good condition.

**"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"**

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*MRCS-ICRC/Warehouse Officer for Hpa-An/Health Department (4/3/2024)*



3. Maintain accurate stock records and controls at all times; provide weekly and monthly stock reports to the Deputy Manager of Administration and Finance and advice on warehousing issues that affect the overall logistics operation.
4. Liaise and maintain timely communications with relevant other programme units, departments and services to ensure the timely and efficient receipt and dispatch of goods from the warehouse in support of their activities.
5. Implement warehouse location, fitting, warehouse planning, according to the MRCS warehouse management system, manage warehouse security and safety.
6. Perform materials purchasing, support, train and develop the competencies of store staff, as required.

## **Storekeeping and recording**

7. Ensures that store and warehouse is kept clean and meets safety standards at all time and goods are stored according guidelines and proper labelling of goods.
8. Organise and maintain appropriate access to goods, verifies goods received and submits detailed list of items and maintains accurate stock control at all time and provide annual material order ex/Geneva and local.
9. Applies (whenever possible) the minimum stock philosophy to avoid dead stock without provoking a stock outage with a long delivery time.
10. Keeps record of expire dates and ensures adequate stock turnover, organises physical stock inventory according to procedures and as required to operate and maintain SMS (stock management system) standard computer applications.
11. Perform spot checks regularly/ performs yearly inventory taking and reports inventory differences without delay.

## **Material Delivery**

12. Provide according to HORC rules and procedures, material according to the need.
13. Provide the necessary items to the mobile organize and repair service teams.

## **General**

14. Report to the Deputy Manager of administration and finance about missing or broken material, tools and machinery. Reports on occurred problems without delay.
15. Inform on time the Deputy Manager of administration and finance about holidays planning / absentness / sickness.

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16. Be aware of the HRC objectives and activities, provides support when necessary.
17. Understands the three components of the Red Crescent Movement.
18. Applies the security rules at all times.
19. Respects and observes the staff regulations of the MRCS, Myanmar.
20. Perform duties and task not covered in this job description as well as to provide support to other departments when necessary.
21. Perform other related assigned by Supervisor and Senior Management.

## Skills, Competencies and Requirements

- **Must be University Degree graduated**
- Minimum 2-3 years experiences in related field
- Excellent computer skills, in Excel, Word and Power point
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Commitment to learn, open to change and willing to try new things
- Communications, Collaboration & Teamwork, Judgement & Decision, National Society & Creativity & Innovation, Building Trust
- Strategic Orientation, Building Alliances, Leadership, Empowering Others
- Respect for Diversity, Integrity, Professionalism, Accountability
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Experience of working for the Red Cross/ Crescent is preferred

**\*\*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.**

**Email: [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@redcross.org.mm) (or)**

**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](http://www.redcross.org.mm)

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

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