



# Myanmar Red Cross Society

HR-VA No.034 – Logistics 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.

## Logistics Officer

- No. of Post** : 1 post
- Report to** : Senior Logistics Officer
- Department** : Logistics and Supply Chain Management Department
- Program/Project** : MRCS Earthquake Relief & Recovery Operation
- Duty Station** : Naypyitaw/Yangon
- Grade** : D-2
- Benefits** : Salary + Insurance + Monthly Allowances + Periodic Allowances + Training + Communication Charges + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave
- Application Period** : 25-March-2026 to 30-March-2026, 16:30 p.m.

**Brief Intro About Department or Program:** 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 Partner National Societies (PNSs) in Myanmar.

The Earthquake Operation under the Myanmar Red Cross Society (MRCS) is a dedicated emergency response initiative designed to address the urgent humanitarian needs resulting from the recent earthquake that has impacted multiple regions across Myanmar. Coordinated with support from both domestic and international partners, the operation aims to provide timely and effective

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MRCS-IFRC-EA(HQ)//Logistics Officer for LSCM Dept/NPT/YGN(25/3/26)



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assistance in key sectors such as shelter, health, water and sanitation, livelihood recovery, and protection services. The Earthquake Operation is managed under the Mandalay Earthquake Relief and Recovery Operation (ERRO) Team, working in close collaboration with MRCS internal departments, branches, volunteers, and communities to ensure a well-coordinated, people-centered response aligned with MRCS's strategic priorities and operational guidelines.

**Purpose of the Position:** The purpose of the **Logistics Officer** is to initiate and implement Logistics activities, strengthened preparedness and response capacity of MRCS carry out warehouse, procurement and transportation tasks in support of MRCS operation. This position is within Myanmar Red Cross Society (MRCS) based in Naypyitaw and Yangon to ensure the effective and timely implementation of logistics functions—procurement, transportation, warehousing, and reporting—supporting the Mandalay Earthquake Operation in accordance with MRCS and donor procedures.

## **Duties and Responsibilities:**

### **Procurement**

1. Carry out logistics and procurement processes under MRCS programmes in accordance with MRCS and donor standard procurement guidelines under the Mandalay Earthquake Operation.
2. Maintain an updated local supplier database for frequently purchased items, monitor local market trends, and ensure all procured goods meet required quality standards and, where applicable, include proper certification.
3. Prepare and regularly update the procurement plan in coordination with the project and technical teams.
4. Collect quotations, prepare comparative bid analyses, and submit purchasing recommendations. Upon approval, procure goods and services following standard procedures.
5. Liaise with suppliers and service providers to ensure timely and quality delivery of goods and services in coordination with MRCS procurement and logistics teams.
6. Coordinate with internal stakeholders to ensure the timely delivery of supplies to distribution locations and communicate any delays or changes promptly.

### **Transportation**

7. Prepare and share weekly stock position and transportation status reports including logistics movement reports with relevant departments at headquarters.
8. Organize safe and efficient transportation of procured items to the affected people and areas, ensuring compliance with MRCS warehousing procedures before final distribution to affected people.

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9. Plan and coordinate transport requirements, including MRCS-owned trucks and third party trucking service providers and support the Senior Logistics Officer in the efficient use and scheduling of transportation resources.

## Warehousing

10. Ensure proper storage, stock rotation, and structural maintenance of the warehouse(s) to safeguard the condition of all items.
11. Maintain accurate and inventory registers.
12. Update warehousing reports daily, ensuring timely data entry of all receipts and dispatches in line with MRCS standards.
13. Provide operational and technical support to the Senior Logistics Officer for the effective implementation of logistics activities.
14. Adhere to MRCS rules, regulations, and code of conduct at all times.
15. Support the Senior Logistics Officer in coordinating with the Logistics Manager for technical input and guidance at HQ.
16. Ensure all logistics-related requests from program teams are routed through the Senior Logistics Officer at HQ to maintain clear communication and accountability.

## General

17. To provide support and assistance to Senior Logistics Officer and Logistics Manager to support and implement the operation/project activities successfully.
18. Prepare and submit accurate and timely logistics progress reports to the Senior Logistics Officer and Logistics Manager as required.
19. Provide logistics-related technical support to HQ and field staffs as necessary.
20. Willingness to travel to project areas, including remote and earthquake-affected communities.
21. Perform any other duties assigned by the Logistics Manager and Director of Logistics and Supply Chain Management Department relevant to the success of the operation.

## Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- Diploma in Logistics and Supply Chain is preferred
- Minimum 2 years' experience in a logistics and supply chain
- Proven computer skills (MS Word, Excel, Page Maker, PowerPoint)
- Strong Interpersonal communication skill, and solution oriented

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- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Effective communicator with good time management and Willingness to perform assigned tasks and duties
- Ability to work well in a team and dealt with stressful situation and ability to travel anywhere at short notice
- Willingness to travel frequently to remote and earthquake-affected areas
- Interest in learning about the Red Cross/Red Crescent Movement
- Ability for follow Red Cross (7) Fundamental Principle, 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/ Crescent is Preferred
- **Red Cross Volunteers and females are encouraged to apply**
- Applicants are required to fully comply with MRCS staff regulations, the organization's code of conduct, PSEA policy, child safeguarding standards, anti-fraud and corruption measures, equal opportunity principles, and all other zero-tolerance policies and procedures

**"We strive to advance diversity and gender equality across our organization and strongly encourage applicants from diverse backgrounds 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 Tsh,  
Nay Pyi Taw**

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

**Yangon Office:**

**Red Cross Building**

**No.42, Strand Road, Botahtaung Township,  
Yangon**

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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