



**Myanmar Health Assistant Association
Vacancy Announcement (VA-127/2020-MHAA-HR)**

Position Title	Logistic Officer
No of post	1
Department	Operation Department
Location	Yangon (HQ)
Report to	Operation Manager
Grade	D1
Application Deadline	20 August 2020

Myanmar Health Assistant Association (MHAA) is a national association of public health professionals striving towards accessible and equitable quality public health services through health promotion, prevention and control of diseases. MHAA will stand as a united, independent organization earning public trust and international recognition. MHAA implements health programs in Myanmar, which focuses on strengthening and improving access to coordinated, effective and comprehensive health care services for the well-being of the communities. MHAA is currently operating various projects with the program area of Disease control, RMNCH, Nutrition, WASH, HSS and Emergency response across the 76 townships in Myanmar. MHAA's headquarter is located in Yangon and branch offices are distributed in all levels-State/Region, district and township levels throughout Myanmar. Core Values of MHAA are Accountability, Respect on human dignity, Empathy, Non-discrimination, Integrity, Professionalism. See more about the MHAA on website: www.myanmarhaa.org.

Position Summary

Under the supervision of Senior Project Manager, Logistic Officer is responsible for overall management in the maintaining inventory, ordering ,materials, operating necessary equipment, managing the warehouse, packing of materials and arrange appropriate transportation and shipping out to other locations with the activities for MHAA Integrated Community Health Project. The Logistic Officer is expected to contribute his/her expertise in managing the purchases, orders in collaboration with the budget holder, responsible for tracking technical needs of operation team, including overseeing log sheet; preparing report as required.

Specific Duties and Responsibilities

1. Ensure that logistics procedures and policies are well implemented and followed up for all activities.
2. Ensure that a proper support is given to the operations according to their needs and requirements.
3. Ensure a close monitoring of the logistic and operational activities of the base. Receive and process procurement requests/purchase orders
4. Draw up procurement plans and consolidate purchases (weekly/monthly)
5. Do quality control for all supplies ordered and delivered
6. Provide the Technical Log with monthly updates of equipment registry and inventories
7. Proven track record of supervising and monitoring materials
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9. Perform other related duties as assigned.
10. Supervise proper management of all program stocks in the field



11. Submit update information, monthly and quarterly reports in a timely manner to the Project Manager.
12. Undertake any necessary actions required for project activities under the project frame
13. Perform other duties as assigned by supervisor.

Skills and Requirements

1. Have at least 3 years of experience in logistic field.
2. Be a university graduate and Diploma in logistic and supply chain management will be an asset.
3. Have computer proficiency; Microsoft Office is essential.
4. Extensive knowledge of warehouse management systems and services.
5. Extensive knowledge of logistic operations like distribution, transportation and warehousing.
6. Be able to independently communicate with relevant organizations, government departments, and local authorities.
7. Positive attitude with excellent time management skills.
8. Good level of English, both written and spoken.
9. Ability to work under pressure and in a sensitive area is desirable.

Personal Qualifications:

1. Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen and diplomacy
2. Strong Interpersonal and organizational skills with ability to manage staff and address conflicts as necessary
3. Able to travel to field (Project Areas).
4. Ability to work systematically, accurately, independently and under pressure.
5. Respect and regard Myanmar Health Assistant Association (MHAA) Policy
6. Follow the HR rules and regulations of MHAA with the direct supervision of PMU.

Application Instructions

Candidates should submit their application including Curriculum Vitae (Only Word File or PDF File), Application Letter and copies of educational certificates to Myanmar Health Assistant Association at hr.recruitment@myanmarhaa.org quoting "**Logistics Officer VA-127/2020 MHAA-HR**" referring clearly to the **Vacancy Announcement Number** and **Location** as advertised in the **subject line**. The deadline for submission of application is no later than 20.8.2020 (5.00 pm) Myanmar time on.

- **Application will not be successful if applied position is not mentioned correctly.**
- **Only short-listed candidates will be contacted for interview. Telephone query will not be answered.**
- **Application received after the closing date and time will not be considered.**

MHAA is an equal opportunities employer. We welcome applications from all qualified candidates regardless of race, ethnic origin, religion, age, gender, sexual orientation or disability. In an effort to



improve the gender balance within the organization, qualified female candidates are strongly encouraged to apply.

HR Unit

Myanmar Health Assistant Association (MHAA)

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Tel: 95 - 9- 409832273

Email: hr.recruitment@myanmarhaa.org