



Asian Harm Reduction Network (AHRN)

JOB VACANCY

AHRN/YGN/21/056

Project: Drug Use and HIV/AIDS among Drug Users in Myanmar

Date: 27 Sep 2021

Position : Logistic Assistant (1) Post

Location : Hpakant, Kachin State

The Asian Harm Reduction Network (AHRN)-Myanmar is an International Non-Governmental organization, which is implementing a harm reduction programme to reduce HIV transmission among people injecting drugs, their (sexual) partners and the communities they live in by providing support to implementation of harm reduction interventions and to create an enabling and supporting environment through advocacy, capacity building, training and service provision.

AHRN-Myanmar is looking for highly motivated and reliable individuals who are keen to be part of an active team/organization that delivers wide range of services to improve the health of vulnerable person to fill in the position of “**Logistic Assistant**” for its ongoing Harm Reduction activities in Myanmar.

- The position is full-time, based in **Hpakant, Kachin State** with a probation period of three months.
- Starting date of the contract: **As soon as possible**

Personal and Professional Requirements

- University Graduate or Professional Certificate/Diploma in related field
- Minimum of 2 Year experience in a similar position/field
- Excellent communication (verbal and written) and interpersonal skills in Myanmar and English;
- Computer skill (office application); knowledge of information system is an asset
- Good analytical skill
- Good team working, Honesty and Integrity
- Ability to work comfortably with international partners i.e., INGOs, NGOs and with expatriates;
- Ability to prioritize multiple tasks in restricted timeframes;
- Ability to be a team-player and work under pressure situations;

Main Responsibilities

Office Management Tasks

- Arranging deliveries of correspondence to the concerned departments, projects, organizations, Yangon Head Office;
- Manage the on-time payment of the necessary paying bill to service departments (e.g., electric, phone and water, etc...);
- Arrange the transportation/ accommodation for all staff members for official reasons (i.e., air/car ticket, car rental, bikes and car allocation based on the requirement/priorities....);

Logistic Support Tasks

- Procurement of necessary supplies for project site operations with six rights of procurement under compliance organizational procurement guideline;
- Responsible to contact closely with Logistics Unit, Head Office for procurement and ensuring all the Procurement Documents of AHRN Organization are sent in time to Head Office and the ordered and delivery of supplies are done in timely manner between Head Office and Project Site Operation;
- Managing and monitoring for the transportation of stocks to be receiving and delivering stocks in time, cost effectiveness and safety;
- Check and maintain the warehouse building for the stock safety;
- Check the receiving stocks detail, record the stocks incoming and outgoing in the stock card regularly to be right balance and stock cards for all stocks must be updated;
- Make the physical stock count in the Project and record it in Stock Card every end of the month;
- Responsible to prepare monthly stock reports every end of the month (e.g., IEC, NSP, water for injection, etc.) and submit it to Logistics Unit, Yangon on time;
- Monitor the room temperature of the warehouse buildings and record it in the Temperature Monitoring Sheet regularly;
- Distribute the stocks to the requesters with FIFO and FEFO systems;
- Compile necessary project operation data (i.e., N/S, condom, etc..) and relay to M&E Project Assistant on 2nd day of every month;
- Supervise and check fuel consumption and maintenance for Cars, Motorbikes and Generators and must be recorded in Logbook/ Generator Record Book, Stock Card for fuel and spare parts and vehicle report must be prepared and kept every end of the month;
- Supervise and manage license extension and insurance for vehicles to be done on time yearly;
- Responsible to rent and maintain the office, Staff House and Warehouse Buildings under compliance organizational procurement guideline;
- Responsible to keep important documents (Procurement Processes, Warehouse Documents, Transport and Fleet Management Documents and Asset and Inventory Documents);
- Responsible to participate with Project Assistant/Driver to check Asset and Inventory physically every six months;
- Responsible to discuss and share for Logistics information of Field Office with Logistics

Unit, Yangon;

- Supervise Driver and watchman in assisting logistic tasks of operation and maintenance. (E.g.; dispatching daily outreach, recreational materials and regular maintenance of assets & inventories and DIC premises including household maintenance);
- Responsible for supervising disposal of medical waste and expired drugs under compliance Medical Storage Guideline;
- Other appropriate tasks assigned by supervisor(s);

Application deadline: 11 Oct 2021

Applications should address all Selection Criteria, and should include a cover letter along with a copy of current Curriculum Vitae listing two referees and their complete contact details (i.e. name, position title, organization, phone, fax, email, and mailing address details). Attention to **Human Resources Team, Asian Harm Reduction Network (AHRN-Myanmar)** and send the applications to:

AHRN Yangon Office : No.135 (G), MawyaWaddy Street, 8 Mile, Pyay Road, Mayangone Township, Yangon.

AHRN Hpakant Office : No.4/46, Maw Wan Qr., Hpakant Township, Kachin State.

Or e-mail to jobs@ahrnmyanmar.org, online applications should be clearly mentioning the job title and location in the subject line.

Additional information: -

- Only short-listed candidates will be contacted for a personal interview.
- Please do not send original documents as it will not be returned.