



## Asian Harm Reduction Network (AHRN)

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### **JOB VACANCY**

**AHRN/YGN/23/007**

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

**Date: 13 Jan 2023**

**Position : Logistic Assistant (Medical Supply) (1) post**  
**Location : Yangon**

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 (Medical Supply)**” for its ongoing Harm Reduction activities in Myanmar.

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

#### **Personal and Professional Requirements**

- University degree (preferably Professional Certificate/Diploma in related field)
- 1-2 years working experience in similar position with INGO
- Fluent in Myanmar and English language both written and spoken;
- Excellent command of computer skill (Microsoft Office Package);
- Good communication (interpersonal) skills;
- Good sense of priority and ability to take initiative;
- Keen interest in contributing to HIV/AIDS responses in Myanmar;

#### **Main Responsibilities**

##### **Medical logistic Tasks**

- Providing logistics management mainly focus on medical supply related issues to Yangon Head Office and Project site operations;

- Receive medical stocks and follow up on procurement and procure Medical items i.e. Medicines, Medical instruments, etc. Harm Reduction items i.e., needles/syringes, water for injections, condoms, etc. and laboratory items for project site operations as per the Standard Operating Procedures Manual;
- Inspect all the incoming materials and reconciles with purchase orders; processes and distribute documentation with purchase orders; reports and tracks damages and discrepancies on orders received;
- Liaise closely with Logistics Officer for arranging, managing and monitoring for the dispatch/transportation of Local purchased Medicines and Medical supplies to be received and delivered (to and from of Yangon and Projects) on timely and safely;
- To make sure “Good Received Note” which is prepared by Pharmacy Manager and Medical Warehouse Assistants has returned to PR as soon as medical supply has received at the central warehouse;
- To check monthly physical stock counting done by Pharmacy Manager and Medical Warehouse Assistants and monitoring of the inventories of medical stocks in central warehouse under GFATM, AHF and other funding;
- Monitor storage condition of warehouse and be responsible for cold chain items including vaccines;
- Overall responsible for monthly or 3 monthly medical supply to the field sites in time. He/She must work closely together with Pharmacy Manager and Medical Warehouse Assistants and inform Logistic Manager (Medical Supply) or Deputy Director (Health Affairs) if there are any discrepancies noted;
- Closely monitor the stock level, expiry dates (manage at least 6months in advance), excess/overstock, possible shortage and inform to Logistic Manager (Medical Supply) or Deputy Director (Health Affairs) as needed;
- Monitor urgent request frequently by clinics and note it down the frequency of urgent order made by individual clinics. Provide the feedback as required. Report monthly about frequency of urgent order to Logistic Manager (Medical Supply) or Deputy Director (Health Affairs);
- Plan and draw supply schedule annually for all the field sites operating in Kachin, Shan State and Sagaing Region;
- Responsible for coordinating the air freight/car freight arrangements for sending the medicines and other items requested by AHRN and BS project site operations;
- Maintain and automated procurement files and keep the records properly for auditing purpose;
- Participates in medical stock auditing by donors;
- Respect and adhere to the procedures of donation. Keep all the records that AHRN donated to other SRs and AHRN received from other SRs’ donation. Then it should be reported to PR accordingly;
- Attend meeting regarding medical supply issues together with Logistic Manager (Medical Supply) or Deputy Director (Health Affairs) if needed;
- Work closely with Pharmacy Manager and Medical Warehouse Assistants and provide monthly medical stock report to Logistic Manager (Medical Supply) or Deputy Director (Health Affairs);

- Assist Logistic Manager (Medical Supply) or Deputy Director (Health Affairs) in stock reports as per donor's request;
- Maintain various contacts with external interlocutors for smooth management in medical supply chain;
- Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries, warranties, repairs and surplus property;
- Train and directs the work of Pharmacy Manager and Medical Warehouse Assistants including the personnel who are responsible for stock management at the field level. e.g.-nurses;
- Perform regular fashion of field visits to the field sites and support technically regarding medical supply management;

**Application deadline: 27 Jan 2023**

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.

Or e-mail to [jobs@ahrnmyanmar.org](mailto: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.

**AHRN has a zero-tolerance policy on any kind of sexual exploitation, abuse and harassment. AHRN expects full commitment of its employees with AHRN Code of Conduct including PSEA policy.**