



Myanmar Red Cross Society Vacancy Announcement

MRCS is currently looking for efficient, motivated and dedicated individuals to fill up the following position.

Job Title	: Store/ Logistic Assistant
No of Post	: (1) post
Report to	: Program Manager
Place of Assignment	: Maugdaw, Rakhine State (NRS)
Remuneration	: Indicative salary of 230 FEC per month
Appointment	: Probationary period (Three months)

Purpose of this position: Within the framework of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, the Store/ Logistic Assistant will assist the Program Manager and in collaboration with MRCS, in all aspects of planning and designing an expansion of the existing UNHCR funded the programme as well as the subsequent implementation.

Main Responsibilities:

Will be responsible to maintain and keep proper records of office supplies, training materials, petrol, oil and lubricants and spare parts (Motor car, motor cycle, motor boat, office equipment and generators' spare parts)

Daily entries should be made in stores ledger for all stores received (purchased locally or received from Yangon and Sittwe) and stores issued.

To promptly issue or deliver training materials and other stores, duly authorized by the Programme Manager (PM), Assistant Programme Manager (APM).

To properly record all goods (Non food items) received from UNHCR for distribution the most needy and EVIs.

All documents relating to store received/issued such as goods received notes, stores requisitions forms etc should be properly kept and documented.

To coordinate with the Head Driver/ Mechanic in transporting training materials to the respective training sites so that trainings could be implemented as per work plan.

To liaise with UHCR field office in order that petrol and fuel allotted for the sub-project is received regularly as required.

To make monthly physical inventory of stocks in hand to ensure the agreement of physical balance and book balance of stores.

Stores Ledger should be balanced regularly and a monthly report (in statement form, showing stores received, issued and balances at the end of the month) should be prepared and submitted to the PM by the end of the first week of the following month.

Technical qualification requirements:

Must have a University degree or equivalent.

Must have two years of minimum relevant working experience in store keeping is essential.

Must have good knowledge of written and spoken English an asset.

Must have good interpersonal relationship and obedient skills.

Must be able to use computer literate with Microsoft Application and internet access.

Interested persons should submit,

A letter of application, relevant documents and CV with photo

- 1. Recommendation letter from Township Police Station(Copy)**
- 2. Labour Registration Card(Copy)**
- 3. Good Health Certificate from Township Health Center(Copy)**

Remark: The applicants should not be government employee and be a dismissed person from any government office.

Interested persons can apply to U Khin Maung Hla, Executive Director, Myanmar Red Cross Society, No.42, Strand Road, Botahtaung Township, Yangon before 21th January, 2010, 4:30 PM.

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

U Khin Maung Hla

Executive Director

MYANMAR RED CROSS SOCIETY