



Myanmar Red Cross Society

HR-VA No.132 – Logistics Assistant



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 Assistant

No. of Post	: 1 post
Report to	: Logistics Officer
Department	: Logistics and Supply Chain Management Department
Duty Station	: Naypyitaw/Yangon
Grade	: C-1
Benefits	: Salary + Insurance + Monthly Allowance + 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	: 28-September-2026 to 12-October-2026, 16:30 p.m.

Brief Intro About Department or Program: MRCS Logistics and Supply Chain 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.

Purpose of the Position: The purpose of the **Logistics Assistant** is to initiate and implement logistics activities, strengthened preparedness and response capacity of MRCS carry out warehouse, procurement and transportation tasks in support of 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 operations in accordance with MRCS and donor procedures.

Duties and Responsibilities:

1. To assist the correct storage rotation of stock and proper structural maintenance of warehouse(s) to keep all stocks in good condition.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

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MRCS/Logistics Assistant for LSCM Dept/NPT/YGN(28/9/26)



2. To maintain accurate stock control and records of regular basic and provide advice on warehousing issues that affect the overall logistics operation.
3. Ensure that warehouse/ inventory control is updated on daily basis and data is entered with all receipt and despatch details within the specified time frame warehouse.
4. Ensure that accurate daily stock position reports are prepared using the warehouse management system and sharing it with relevant departments.
5. To maintain accurate stock control and records at all times and provide weekly/ monthly stock reports to the Logistics officer and to provide advice on warehousing issues that affect the overall logistics operation.
6. To organise local labour to affect the timely and efficient reception to and dispatch of goods from the warehouse (if necessary).
7. To assist for implement/ maintain security and safety procedures/ systems and fleet Management System.
8. To records and maintain in coordination with respective warehouse for fixed asset registers, inventory ledger.
9. Procure goods and services on behalf of the MRCS following MRCS standard practices and keeping documentation to full audit trail standards.
10. Arrange for safe transportation of all purchased/ procurement items to project areas and store it in line with warehouse procedure before distribution to beneficiaries.
11. Plan and organize the MRCS transportation requirements, implement/ maintain use of transportation management system for any MRCS owned and third-party vehicles (Heavy) to assist Logistics officer in planning best use of vehicles.
12. To liaise and maintain timely communications with relevant other functions within the MRCS to ensure the timely and efficient receipt and dispatch of goods from the warehouse(s) in support of these other functions.
13. Perform other job-related duties assigned by the Director.

Skills, Competencies and Requirements:

- **Must be University Degree Graduate or currently enrolled in a University Degree Program**
- Certificate in Logistics and Supply Chain Management is preferred
- Minimum 1 year of experience in the field of Logistics and Warehouse Management in the Humanitarian Sector
- Proven computer skills (MS Word, Excel, Page Maker, PowerPoint)
- Strong Interpersonal communication skill, and solution oriented
- Willingness to perform assigned tasks and duties

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- Moderate command of English and Myanmar especially in translating, including written, spoken and typing
- Effective communicator with good time management
- 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

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

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

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