



38/ B (1), Pyi Htaung Su lane,
TharthanaYeiktha Quarter,
Near Sayar San Road, Bahan
Township, Yangon.
www.mam.org.mm

Medical Action Myanmar (MAM) is a medical organization. MAM aims to improve access to quality health care for all people in Myanmar. MAM provides large-scale access to prevention, diagnosis & treatment of HIV, Malaria, Tuberculosis and we provide Basic Health Care provided by 20 clinics and 2300 community health workers in remote areas. MAM employs over 1200 staff.

VACANCY FOR: Logistics Supervisor

Reports to:	Logistics Coordinator
Job location:	Yangon and Occasionally site visit to MAM Projects and Clinics
Deadline for application:	31st October 2026
Starting date of position:	As soon as possible
Vacancy number:	VA- 0106/2026

Description of the vacant position:

Key Objectives and Responsibilities in general;

Under the direct supervision of the Logistics Coordinator and technical supervision of Deputy Director (Logistics), the Logistics Supervisor (Fleet) is responsible to oversee and manage to a size of 20-30 MAM's vehicles and generators. The role is responsible for effective route planning, fleet maintenance, fuel control and overall logistics operations.

Principle accountabilities

1. Fleet Management
 - Oversee and manage the day-to-day operations of MAM vehicles and generators to ensure good functioning and performance.
 - Assign drivers and vehicles on a daily basis based on approved trip requests, operational priorities, and program needs.
 - Maintain updated vehicle and generator logbooks, including details on vehicle condition, location, fuel usage, and daily movement.
 - Ensure all vehicles are equipped with required documents, tools and safety equipment at all times.
 - Ensure all MAM vehicles have valid licenses, registration and insurance coverage in accordance with the regulations and organization requirements.
2. Route Planning
 - Plan, coordinate and organize travel routes to ensure timely and safe transportation of the staff.
 - Monitor road and traffic conditions and policies regularly
3. Repairs and Preventive Maintenance
 - Ensure all vehicles and generators follow MAM's preventive maintenance schedules and are serviced regularly to maintain optimal performance.
 - Coordinate and liaise with car workshops, service providers, and suppliers for repair and maintenance services.
 - Monitor vehicles' condition and proactively identify technical issues to minimize breakdowns.
4. Fuel Management and Monitoring
 - Monitor fuel consumption for all vehicles and generators to ensure efficient usage and analyse fuel consumption trends and report any discrepancies or potential misuse.
 - Maintain accurate and up-to-date vehicle logbooks and fuel consumption records.
 - Prepare monthly and quarterly fuel consumption reports for Yangon offices and consolidate reports from field locations and clinics.

5. Leadership and Management

- Supervise and support drivers to ensure adherence to MAM policies, safety standards, and driving regulations.
- Ensure drivers follow proper procedure for vehicle usage, reporting, and basic maintenance procedures.
- Collect regular performance monitoring of drivers and provide constructive feedback to drivers for improvement.
- Provide on-the-job training and coaching to drivers and logistics staff on safe driving practices, including 4x4 driving training and basic vehicle maintenance.

6. Compliance, Reporting, and Coordination

- Ensure all fleet operations are conducted in compliance with MAM logistics policies, procedures, and donor requirements.
- Prepare and submit regular reports, including fleet status, maintenance records, fuel consumption, and utilization.
- Collect, review and analyze quarterly fleet and maintenance reports from all projects and clinics for consolidation and analysis.
- Provide technical guidance and support to field logistics teams to ensure regular repair, maintenance of MAM vehicles.
- Coordinate closely with program teams and other departments to ensure effective logistics support to all operations.

MAM requires:

To be successful in this role you must have:

Education:	Bachelor Degree or preferably A.G.T.I (Mechanical Engineering) with minimum 3+ years' experience in Fleet management with strong Mechanic skill is an advantage
Experience:	Experience managing 4x4 wheel vehicles
Computer skill:	Good computer skills, in particular of Microsoft Excel and Word is required. Able to use E-mail.
Language:	Good command of English and Myanmar both written and spoken. Good at report writing in English.
Specification:	Hard working, honesty, flexible in working hours, Ability to organize & priorities workload independently, using initiative when appropriate, attention to details. Driving experience up to 3-ton truck with valid driving license will be an advantage. Ability to act as part of a multi-cultural and multi-disciplinary team.

MAM offers:

- Salary depending on experiences starting from **\$ 362** per month (on a 12 months basis) or depends on experience
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation up to one month of pay for untaken leave;
- Medical benefits;
- Gratuity Pay;
- Yangon bus fare allowance;

Application process:

Interested applicants should submit updated CV/Resumes in the link below:

<https://forms.gle/hc69gsdRLqLxrVVL7>

No need to send scans or copies of certificates or diplomas, these will be requested later.

For further information on Medical Action Myanmar, please consult our website mam.org.mm

Please note that due to the urgency of this position, applications will be reviewed on an ongoing basis, and the org reserves the right to initiate the recruitment process before the deadline for applications.

MAM welcomes applications from all sections of the community including people with disabilities.