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Vacancy Announcement No. YC 18100301

Job title:	Mission Technical Referent-Fleet
Job location:	Yangon Coordination Office
Accountable to:	Deputy Logistics Coordinator
Basic Salary:	1,031,000 MMK
No of Position:	1
Contract type:	Initially 1 year with the possibility of extension

General presentation

Médecins Sans Frontières (MSF / Doctors without Borders) is an international, independent medical humanitarian not-for-profit organization. MSF provides assistance free of charge to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. MSF has been working in Myanmar since 1992 and is currently providing healthcare in Kachin, Rakhine and Shan states, as well as Yangon and Thanintharyi regions.

In Myanmar around 1,000 international and national staff work closely together to provide high-quality medical care and treatment through a network of health centres, health posts and mobile clinics. MSF's goal is to save lives and alleviate suffering by working directly with those in need - regardless of race, gender, religion or political affiliation. The teams are made up of highly qualified medical staff, administrators, coordinators and experts in various medical, logistics, and administrative fields.

Main Purpose

Leading an area of specialization within the Logistics family by providing technical guidance, developing and ensuring the implementation of the Myanmar Mission policies, guidelines and standardization of common practices in accordance to MSF-OCA policies in order to enable the development of the mission in optimal working conditions.

Task and responsibilities

- Developing and reviewing policies, guidelines, standardization of equipment and procedures as well as validating budgets and all means for the preparation of any technical activity plans related to his/her area of specialization. When required, providing input and support on project planning.
- Being the final responsible at mission level for the supervision and monitoring of technical aspects of works in their field of expertise, ensuring that the works are done following MSF protocols, mission policies, and project needs.
- Validating technical aspects for area of expertise within the projects, participating in project design and development, ensuring that the technical aspects and compliance with local legislation and practices (including timing, finance, materials, equipment and human resources) are met.
- Training and coaching managers at project level in technical implementation aspects.
- Identifying, collaborating with and providing support to external technical representatives for example, service providers and suppliers. Preparing all technical content for local and international tenders and participating in the selection committee.
- Follow up and regular reporting on progress and technical aspects of work, participating in monthly reports at coordination level according to guidelines (Logistical Reporting Tool).
- Planning and collaborating, in close coordination with the HR department on the associated processes (recruitment, training/induction, evaluation, development and communication) required for project staff and for those under his/her hierarchical supervision in order to ensure the capacity required for optimal operational effectiveness.
- Assist and support the management of all fleet equipment (cars, trucks, boats, motorcycles and generators), monitor usage and inventory lists, coordinate regular and preventative maintenance and servicing to ensure best practices for fleet and associated equipment.
- Support and train logistics teams including drivers, at project level to ensure understanding and adherence to policies, best practices and procedures.
- Supervise the Yangon workshop and provide training to staff.
- When requested, supervise and implement fleet activities, and in the event of major technical problems, inform the line manager, in order to actively propose a solution.
- Carry out technical evaluations of all fleet, equipment and workshops (both internal and external) including, drawing up the necessary documents (contracts, etc.) in order to ensure technical implementation and servicing at both coordination and field level.

- Assist, in collaboration with the LogCo/Dep Logco in drawing up procurement orders (including spare parts) for local and international orders. Identify potential local providers in order to ensure timely and quality maintenance activities of fleet and assets.
- Communicating with and outsourcing suppliers for the technical support, training or servicing of fleet equipment when necessary
- Review and analyse fleet and generator reporting at project level and complete mission level fleet and generator reporting in the LRT. Conduct trip reports and give feedback to projects and Logco/Dep Logco.
- Support Supply Managers with technical input concerning procurement (e.g. specifications), storage and other supply processes, in order to ensure smooth supply operations.
- Regular visits to the projects to provide support, in terms of training, maintenance, follow-up and recommendation on local workshops
- Performing any other relevant tasks assigned by his/her supervisors as necessary.

Confidentiality

The organization attaches the greatest importance and confidentiality to patient, staff, health data and other data held by the organization. All data should be treated as confidential and should only be disclosed on a need to know basis.

Requirements

- Essential university or technical school diploma, desirable mechanical, engineering or studies related to the area of specialization
- Essential previous experience in the area of specialization (minimum two years). Proven understanding of MSF Field Logistics
- Mission and local language essential

What we offer is:

- An attractive and market based salary;
- Public Holidays – all gazette public holidays;
- 16 paid leaves (including 6 casual leaves) on an annual basis;
- Excellent health care package;
- 13th months bonus;

You are offered the opportunity to work with the world's largest medical emergency organization and work with very experienced colleagues in a highly professional working environment. Please learn more about who we are on our websites: www.msf.org and www.msfmyanmar.org.

Application:

Please send your application letter, CV and passport-sized photo, copies of education qualifications and references to:

**Attention: HR Coordinator
MSF-Holland (Yangon Coordination)
No. 5/59, Aye Yadanar Street, Thirigon Villa,
Thingangyun Township, Yangon.
Email to: myanmar-jobs@oca.msf.org**

Not later than Thursday, 25th October 2018, 05:00 PM.

- **Only the shortlisted candidates will be contacted.**
- **Please clearly mention the announcement no and job title in the Subject line.**
- **If you apply online, please send email applications in Microsoft word or PDF format.**