



## Ethnic Health System Strengthening Group Vacancy Re-announcement for Supply Chain Manager

### About Our Organization

The Ethnic Health System Strengthening Group (EHSSG) is a network of Ethnic Health Organizations and border-based managed health Community Based Organizations with over twenty years providing primary health care services. In 2015, the group formed a steering committee to work together to strengthen health systems in Eastern Burma/Myanmar, and to advocate for equitable and essential primary health services for vulnerable and displaced people throughout Burma/Myanmar. Participating organisations provide comprehensive health programmes in their local areas through a collaborative approach with local, national, international bodies. EHSSG is a community-based ethnic health organization and consists of **14** partner organizations, namely

1. Back Pack Health Worker Team (BPHWT)
2. Burma Medical Association (BMA)
3. Chin Health Education Committee (CHEC)
4. Civil Health Development Network (Karenni) (CHDN)
5. Mae Tao Clinic (MTC)
6. Mon National Health Committee (MNHC)
7. Kachin Health Network (KHN)
8. Kachin Women Association- Thailand (KWAT)
9. Karen Department of Health and Welfare (KDHW)
10. Pa-Oh Health Working Committee (PHWC)
11. Rakhine Community Health Worker Association (RCHWA)
12. Shan Health Committee (SHC)
13. Shan State Youth Capacity Building Centre (SSYCBC)
14. Ta'ang Health Organization (THO)

### AIMS of EHSSG

1. Improved health outcomes through expanding access of villagers to community health workers and services.
2. Responsiveness through evidence-based programming and planning.
3. Financial and social risk protection through prioritizing context-appropriate, low-cost interventions and improved referral systems.
4. Improved efficiency through the identification of best and underperforming facilities, programming, and health workforce.



CODE: VA NO: 005/EHSSG 2024

EHSSG is looking for a motivated and reliable individual to fill the position of “Supply Chain Manager”.

**Required Position and detailed information**

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|----------------------------|---|
| <b>Job Title</b>           | <b>Supply Chain Manager</b>   |
| <b>Location</b>            | Mae Sot Based   |
| <b>Full-Time/Part-Time</b> | Full Time   |
| <b>Salary Range</b>        | 15,000 – 20,000 THB   |
| <b>Benefit</b>             | Stipend, Leave, Holidays, Health Insurance and other social benefits  |
| <b>Contract Duration</b>   | 1 year with probable extension  |
| <b>Relationship</b>        |   |
| <b>Report To</b>           | Deputy Director   |
| <b>Supervise</b>           | Supply Chain Team (Procurement, Logistics, and Pharmacy & Warehouse)  |
| <b>Coordinate With</b>     | Managers, Partner Organizations, and Donors   |
| <b>Financial/Budget</b>    | Project Accounts  |
| <b>Responsibility</b>      |   |
| <b>Summary</b>             | The Supply Chain Manager works to provide efficient management of supply chain services and provide supervision support to the supply chain team to ensure their capacity and donor compliance in the procurement of goods, warehouse, inventory, vehicle, and assets services for EHSSG.   |
| <b>Job Details</b>         | <p><b>Procurement Management</b></p> <ul style="list-style-type: none"> <li>• Assist the deputy director in reviewing procurement, fixed asset, and logistics policies.</li> <li>• Collaborates with the program team and member organizations to identify and maintain resources needed to develop and provide an effective supply chain.</li> <li>• Develop procurement strategies and a yearly work plan that is inventive and cost-effective.</li> <li>• Sourcing and engaging reliable suppliers and vendors.</li> <li>• Negotiating with suppliers and vendors to secure advantageous terms.</li> <li>• Review existing contracts with suppliers and vendors to ensure ongoing feasibility.</li> <li>• Maintain long-term relationships with vendors and suppliers.</li> <li>• Approved purchase orders and organized and confirmed delivery of goods and services.</li> <li>• Conduct risk assessments.</li> <li>• Oversee procurement by applicable laws and EHSSG policy.</li> <li>• Overseeing and managing the tracking of shipments, inventory, Assets, and supply of goods.</li> <li>• Examine the proposed budget and expenditures with the management team.</li> </ul> <p><b>Logistics management</b></p> <ul style="list-style-type: none"> <li>• Collaborate with the program team, financial team, and member organization to develop the yearly logistics plan.</li> </ul> |

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|                                  | <ul style="list-style-type: none"> <li>• Up-to-date the logistics issue and share information with the program team and member organizations.</li> <li>• Select supplies and negotiate contracts and rates.</li> <li>• Planning and monitoring inbound and outgoing deliveries.</li> <li>• Control logistics, warehouse, and transportation.</li> <li>• Organize warehouse, label goods, plot routes, and process shipments.</li> <li>• Respond to any issues or complaints according to the supply chain.</li> <li>• Research ideal shipping techniques, routing, and carriers for innovation in the work.</li> </ul> <p><b>Coordination</b></p> <ul style="list-style-type: none"> <li>• Coordinate with partner and member organizations for shipping strategy and procurement strategy development.</li> <li>• Support member organizations for procurement and logistics procedures.</li> <li>• Provide technical assistance and instruction to focal from member organizations.</li> <li>• Deal with the Thai community for shipping medicine, supplies, and the procurement process.</li> </ul> <p><b>Reporting and Documentation</b></p> <ul style="list-style-type: none"> <li>• Prepare a procurement report and a logistic report.</li> <li>• supervising and assisting procurement and logistics personnel with documentation and record keeping.</li> </ul> |
| <b>General</b>                   | <ul style="list-style-type: none"> <li>• Perform any other activities requested by the Supervisor.</li> </ul>  |
| <b>Requirements</b>              |  |
| <b>Education</b>                 | <ul style="list-style-type: none"> <li>• Bachelor's Degree in Business Administration, Logistics, Supply Chain, or other relevant fields <b>(required)</b></li> <li>• If formal qualification is not available, the candidate may show equivalent self-taught competencies.</li> </ul>   |
| <b>Work Experience</b>           | <ul style="list-style-type: none"> <li>• At least four years of experience in managing the humanitarian supply chain, especially in low-resource settings <b>(required)</b></li> <li>• At least two years of experience in working with organizations in Eastern Burma or the Thai-Burma border <b>(preferable)</b></li> <li>• Experience working with Ethnic Community Based Health Organizations</li> </ul>  |
| <b>Skills/Knowledge/Attitude</b> | <ul style="list-style-type: none"> <li>• Demonstrate the ability in supply chain management.</li> <li>• Highly organized, with strong task prioritization skills.</li> <li>• Excellent interpersonal and communication skills and ability to maintain networks with a diverse range of people.</li> <li>• Good leadership skills and ability to maintain good relationships with other staff and stakeholders</li> <li>• Computer literate (minimum MS Word and Excel).</li> </ul>   |



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| <b>Languages</b>   | <ul style="list-style-type: none"><li>• Fluent in English, Thai and Burmese (speaking, writing, reading, and listening) <b>(required)</b></li><li>• Fluent in one of the ethnic languages in project implementation areas. <b>(preferable)</b></li></ul> |
| <b>Motivations</b> | <ul style="list-style-type: none"><li>• Enthusiastic in job</li><li>• Diligent, responsible and accountable</li></ul>  |
| <b>Others</b>      | <ul style="list-style-type: none"><li>• Must be a believer in the mission and vision of EHSSG</li></ul>  |

We are committed to creating a diverse environment and are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EHSSG has zero tolerance for sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, which enshrines principles of PSEA, always (both during work hours and outside work hours). All selected candidates will be expected to adhere to these standards and principles.

#### **Application Details**

Interested individuals are requested to submit a CV including a cover letter and contact details of two references (No other supporting documents are required at this stage) no later than **25<sup>th</sup> June 2024, 5PM (Bangkok Time)**.

These should all be submitted to EHSSG’s Human Resources Team at

**EHSSG office: 702, Moo1, Tha Sai Luat, Mae Sot, Tak 63110, Thailand  
(OR)**

**Email to: [hr@ehssg.org](mailto:hr@ehssg.org) and [stwin@ehssg.org](mailto:stwin@ehssg.org)**

Contact Information Details:

Admin/HR Officer

Office Ph: (+66) 097 981 8454

Ethnic Health System Strengthening Group (EHSSG)