



VACANCY ANNOUNCEMENT #033-2024

30 April 2024

Sun Community Health (“SCH”) is a non-profit, non-political and non-sectarian organization. It is a local non-governmental organization in Myanmar and is established in particular to advance socially beneficial purposes in Myanmar by promoting and providing information, services and products related to the prevention, promotion, curation and rehabilitation of the major health services including but not limited to HIV/AIDS, malaria, tuberculosis, maternal and child health, reproductive health and non-communicable diseases with the aim of furthering good health, prosperity and the relief of poverty, distress and sickness. This also includes state-of-art training programs, quality assurance programs, and a robust supply chain and logistics system and health financing mechanisms. The Organization may also provide non-health related ancillary services that ensure and improve the well-being of its clientele.

SCH is practicing the right to freedom from all forms of sexual violence, injustice, discrimination and abuse (including child and adult at-risk abuse). We recognize the responsibility we have to guarantee on that we do not deliberately or inadvertently cause any harms to right holders and communities through our work – whether that is our staff and representatives of our contractor (internal and external stakeholders). SCH will not tolerate any form of discrimination, abuse, exploitation, harassment under any circumstances and will take strong disciplinary action. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Job Title	: Procurement Officer
Job/Role Grade	: 4/B
Report to	: Program Support Manager
Contract Type	: Temporary Employment Contract
Unit	: Finance and Support Service Unit
Require Position	: “1”
Office/ Assigned Area	: National Headquarters/ Yangon

JOB SUMMARY:

The Procurement Officer will be responsible for planning and implementation of procurement activities and functions of Sun Community Health.

DUTIES & RESPONSIBILITIES:

The duties and responsibilities of the **Procurement Officer** includes:

- Ensure that all matters related to procurement of goods and services by Sun Community Health confirms to regulations and procedures outlined in the written Procurement Policy and practices;
- Processing of documents for program and non-program items requested by users;
- Coordinate with appropriate departments to identify needs and assist in developing a procurement schedule for goods and services needed Sun Community Health;
- Communicate with local suppliers/vendors of goods and services;
- Check monthly stocks projection for procurement;

- Participate as key person on Sun Community Health ad hoc Procurement Committees;
- Participate as key person on Sun Community Health Local Procurement;
- Review and check in preparation of contracts/ PO for procurement of goods and services;
- Ensure that all procurements/assignments are in line with contractual agreements;
- Track status of all stages of the procurement process from initial ordering to final delivery and payment for goods and services;
- Coordinate procurement plans with appropriate Deputy Directors, Managers, Field Office Managers, Warehouse Officer and Logistic Officer;
- Provide inputs to the development of a Management Information System for procurement;
- Review and check PO process (Item code, Vendor) in QBE system and monthly reporting by QBE;
- In coordination with Central Warehouse and Field Offices, prepare the required monthly report;
- Address/Involve in Quality Control issues, shortages and stocks complaints;
- Involve in general administration duties and stand-in for other managers during their absence.
- Participate in duty activity by either internal auditor or external auditor.

KEY SKILLS

The key skills required for the position of the **Procurement Officer** include:

- Technical Knowledge:** Must have strong technical knowledge of managing procurement related matters.
- Operational management:** Must be able to manage all procurement procedures effectively to meet assigned tasks.
- Communication:** Must be able to understand good communication skills and effectively communicate.

QUALIFICATIONS:

- Must be any graduate;
- Must have good knowledge and well experience in related field;
- Must have adequate knowledge of office operational norms;
- Must be highly skillful in the use of English language and computer QBE software;
- Excellent Computer skills, specifically with Microsoft Office (Excel, Word, Outlook)
- Require essential skills such as timeliness, integrity and professionalism;
- Should be organized, systematic, dynamic and must interact well with others.

APPLICATION:

Interested applicant, please send Application Letter, Curriculum Vitae (with “Three” referees, including your last employment for reference check) scan or copies of Qualification Documents and National ID as per following “APPLY LINK”, not later than on the evening of May 8, 2024 (Wednesday).

SCH National Headquarters Office: No. 3/1, Kant Kaw Myaing Street, Ward 8, Yankin Township, Yangon.

(Apply Link: <https://smrtr.io/kjLRN>)

“SCH is practicing an Equal Employment Opportunity and considers all applications without discrimination of race, sex, religion, national origin, age, marital status, HIV/AIDs status and disability.”

Only short-listed candidates will be invited for relevant tests and/or personal interviews.