

Lin Latt Women
Vacancy Announcement

Lin Latt Women Organization is a dynamic and dedicated Civil Society Organization committed to making a positive impact on the lives of vulnerable communities in Northern Shan State, Myanmar. We are currently seeking a motivated and skilled Program Manager to join our team and play a key role in implementing our projects.

Project Title	HR & Logistic Officer
Organization	Lin Latt Women Organization
Report To	Program Coordinator
Location	Lashio, Northern Shan State
Type of Contract	extension may be possible based on the performance
Application Deadline	2 May 2024

Overall Objectives (scope)

Under the direct supervision of Project Coordinator, Protection officer if responsible to oversee day to day implementation of Protection programme in Lashio, and ensure to provide technical assistance and strengthening of programme implementers.

Duties and Responsibilities

- Ensure that logistics procedures and policies are well implemented and followed up for all activities in project.

- Ensure that a proper support is given to the operations according to their needs and requirements in time.
- Do quality control for all supplies ordered and delivered.
- Perform proper warehouse management, logistic management.
- Receive, store, and distribute materials and supplies according to LLW policy and donor requirements.
- Assist to the Project Coordinator mainly in procurement processes of collecting quotations, using of system applications product, payment process as requested.
- Conduct and coordinate with management to ensure timely recruitment, selection, and interview.
- Prepare staff payroll and benefits.
- Collaborate with internal teams and external partners to coordinate project resources and activities effectively.
- Stay informed about relevant trends, policies, and best practices in the field and incorporates them into project design and implementation.
- Perform any other related duties assigned by the supervisor.

Requirements and Qualifications

- Bachelor's degree in a relevant field.
- At least 2 years of experience in logistic field, preferably in the CSO/NGO sector.
- Knowledge of local context.
- Strong organizational and multitasking skills with attention to detail.
- Excellent communication skills, interpersonal skills, problem solving skills, creativity and flexibility.
- Proficiency in project management tools and Microsoft Office Suite.
- Knowledge of donor regulations and reporting requirements.
- Fluency in English and Burmese; knowledge of local languages is a plus.

- Commitment to the organization's values and missions.

How to Apply

Interested candidates should submit the following documents to htangrand@gmail.com and

CC: hr.linlattwomen@gmail.com and programcoordinatorlw@gmail.com **no later than 2 May 2024, 5:00pm (Myanmar Time)**

1. A **cover letter** outlining their qualifications and motivation for applying.
2. A detailed **resume/CV**.
3. Contact information for at least two references.

Please include "**HR & Logistic Officer Application**" in the email subject line.

Lin Latt Women Organization thanks all applicants for their interest but regrets that only shortlisted candidates will be contacted.