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The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Admin and Logistic Officer
Responsibility level: Grade 5
Report to: Finance and Admin Coordinator/Area Coordinator
Duty station: Sittwe
No of Persons: One

Background

LWF proactively works with partners to address displacement, poverty, and injustice, including promotion of gender equality and climate resilience

The Lutheran World Federation (LWF) is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the centre of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, the poor, and marginalized populations. LWF facilitates the people to practice inclusive decision-making and build effective local institutions. Through a rights-based empowerment process, LWF gives individuals, households, and self-reliance groups opportunity to gain skills and confidence to advocate with duty-bearers to claim their rights. Within the LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and integrated rural development, building upon four interrelated programmatic areas: Sustainable livelihoods; Access to quality services; Protection and social cohesion; and Systems and practices.

Job summary

The Admin, and Logistic Officer (ALO) manages all administration, logistics and procurement matters to make sure operations are in line with LWF policies and procedures. The ALO works closely with Finance and Admin Coordinator, Area Coordinator, Program and Support Teams and is one of the members of the Project Management Team in LWF Project Office in Sittwe.

The ALO is based in Sittwe Office but is required to undertake visits to the project areas. The ALO works in close cooperation with other relevant staff of the Rakhine Office and staff in Yangon as a team.

Main responsibilities

Areas of Responsibilities	Performance Expectations
Office Management and Administration Overall management of the implementation and control of Admin, procurement, and Log matters and to make sure all are in line with	<ul style="list-style-type: none">• Ensure the smooth day to day running of all office support services (electricity, water, waste management, cleaning, security, communications, vehicle, etc.)• Supervise Assistant Logistics Officers (ALOs), Assistant Procurement Officers (APOs), Logistic Assistant (LA), Security Guards, Cleaners, and other Admin staffs• Prepare a list of pre-qualified vendors. Ensure all pre-qualified vendors and other contractors are up-to-date and meet the requirement of the organization.

LWF procedures and guidelines	<ul style="list-style-type: none"> • Ensure that ALOs manages office supplies and Office consumables. • Maintain central filing system for filing of hard and soft copies of admin, Log and procurement files. • Ensure that ALOs keep and maintain fixed assets and stocks lists. • Review monthly Procurement trackers, Vehicle report and warehouse report. • Make sure that all the maintenance is regular (generator, cars, premises.) • Prepare quarterly fixed assets report and make physical check • Supervise and monitor the Car management. Check weekly car plan. • Arrange and Monitor Laptop, Camera, Projector and Motorcycle (Fixed Assets)
Procurement Overall management of the procurement process (Work, Supply and Service)	<ul style="list-style-type: none"> • Ensure APOs makes necessary arrangement for procurement of materials / supplies / services • Supervise the APOs in procurement process and procedures. Lead on tender process. • Ensure performance assessment of services providers and update annual vender lists • Ensure proper documentations of the suppliers and venders to recommend for the payment at finance section.
Government Liaison and Safety and Securities Coordinate with Government Department. Focal person for Safety and security of LWF-Sittwe	<ul style="list-style-type: none"> • Liaise and coordinate with relevant Government departments and authorities. • Make necessary correspondence with Government, UN, INGOs and NGOs. • Perform as Security Focal Point (SPF) for LWF and ensure timely communication among all staff on safety measures • Attend Rakhine Regional Security team meeting and make sure for the safety and security of staff and office. • Update security management plan and share awareness to all staff
Travel arrangement for International and National staffs	<ul style="list-style-type: none"> • Ensure ALOs makes necessary arrangements for travel/transport, accommodation/hotel and travel authorization arrangements for national staff, international staff, and visitors.
Others	<ul style="list-style-type: none"> • Supervise, as requested by the AFC and Area Coordinator, other staff. • Develop good communication and collaboration with all staff
Areas of Responsibilities	<ul style="list-style-type: none"> • Performance Expectations

Classification and authority

- This position is a senior management position, Grade 5 position and is also the member of Project Management Team.

Qualification and Experience

- **Academic qualification:** Bachelor's degree in related subject(s).
- **Experience:** Over 3 years' experience in admin, procurement and log work if academic qualification is related to finance, logistics and procurement. And over 5 years' experience if the academic qualification is not related to those areas.

Required Skills:

- Good computer skills – MS Office, Excel, Power Point.
- Good command in spoken and written English and Myanmar
- Ability to work independently and has “can-do attitude”
- Understands cultural sensitivity and team work

LWF Myanmar has immediate vacancy for this position. Therefore, Myanmar citizens fulfilling the above requirements are requested to submit an application letter, full CV, copy of NRC, a recent photo, name and contact details of 3 references (one reference must be from current employer), your email and / or telephone number and address. Applications not containing these documents will not be shortlisted.

Lutheran World Federation is an equal opportunity organization, and qualified women, persons with disabilities and diverse gender identities are encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org>

Applications can be submitted via email to hr.myanmar@lutheranworld.org or at any one of the following Lutheran World Federation Myanmar offices.

LWF- Yangon Office: No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.

Note: Only shortlisted candidates will be contacted for written test and interview. The shortlisted candidates have to bring the updated education certificates for interview.

Application Deadline: 06th May 2024; 5:00 pm (MMT)