

Job announcement - GRET is seeking for

Procurement and Logistics Officer

Context

GRET is an international development NGO, founded in 1976 and governed by French law, working in the field and at political level to combat poverty and inequalities. Since 1995, it has been providing innovative responses in Myanmar to reduce the vulnerability of populations while producing references based on its experience. GRET's teams, made up of 20 different nationalities, form a sustainable community of meaning, values and rules. With thousands of other professionals working for the least advantaged, they create essential bonds of solidarity, respect and tolerance that are vital for building together and fighting poverty and inequalities from village level right up to international body level. Gret runs some fifteen permanent offices in Asia, Africa and Latin America. In 2022, the team reached nearly 800 employees, carrying out 282 actions with an annual budget of 48 million euros.

Since the early 1990s, GRET has been promoting in the energy area:

- Universal access to energy, with a particular focus on vulnerable communities and rural areas.
- Renewable energies that limit greenhouse gas (GHG) emissions while respecting biodiversity.
- Local solutions, adapted to local needs, implemented by local players in partnership with public authorities and citizens.
- Sustainable services, based on the triple priority of economic profitability, affordability and management reliability.
- Citizen energy, involving users in management and pricing choices

In this context, Gret and its partners implements in four regions of Myanmar a project aiming at contributing to improve access to renewable electricity and use of energy-efficient products by MSMEs and rural households. The project **Securing Energy Needs and Transition of Rural areas in Myanmar (SENTRUM)** aims at ensuring physical availability of equipment through support to a last-mile distributor, minigrid infrastructure build-out; sustainable financial mechanisms to ensure affordability of energy-efficient products; skills development and training centres support to ensure the demand for clean energy goods and services is met.

Duties:

Under the Representative office's supervision and support of the Project Manager and the coordination team in Yangon. The Procurement and Logistics Officer is responsible for responsible for sourcing, evaluating and procuring products, equipment for the project. S/he organizes procurement, logistics support and Financial Support for Third Parties (FSTP) in the framework of donor and Gret procedures for SENTRUM project.

Key duties and responsibility:

- Implement and/or further develop methods of logistical organization and to ensure cost effectiveness and efficiency for the project procurement compliant with Gret procurement policies and procedures and donor procurement policies and procedures;
- Establishes the project's procurement plan and its annual variations;
- Supervise each procurement (preparation of tender documents, announcement, selection, contract award, documentation keeping);
- Design and implement, together with the relevant component manager, Financial Support for Third Parties (FSTP);
- Manage tagging, inventories and maintain accurate purchase and pricing records
- Ensure a complete and accurate record keeping system of all the procurement and FSTP supporting documentation;
- Update/ develop a supplier's directory (e.g. IT equipment, printing house), including reference of suppliers and necessary data to evaluate their reliability, and organized by products or services and categories;
- Monitor press, announcements and other sources of information on new products/ suppliers and request further information if needed.
- Supervise the regional procurement staffs for all procurement & logistics aspect, with Finance team on the forecast of foreseen procurement & logistics expenditure

Education / Experience Preferred

- University degree, Master degree in procurement, supply chain management, business administration or a related field.

- Minimum **ten** years' experience in at least ten-year experience in a similar position with large scale projects in NGO/INGO or private company

Skills Required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Perfect command of international procurement policies
- Proven experience of working with international team
- English full professional capacity
- Sociable, honest, flexible, enthusiastic, and open minded
- Be able to work with minimal supervision

Contract and condition:

- Based in Yangon's office, with occasional trips to project offices (Monywa, Kalay, Bogale, Meiktila), if and when the security situation allows
- The contract is one-year renewable depending on project needs, with a three months' probation period
- Salary based on GRET's salary grid and previous experiences

Written applications (CV and cover letter) should be submitted to be sent by email to (myathidarkyaw.mn@gret.org) and **before the 17th of May 2024**. Only short-listed applicants will be contacted.

Find out more about GRET: <https://www.gret.org/>

Data collected during the hiring process will be used only for fair processing by those involved in the process.

Gret has a zero-tolerance policy on any kind of sexual exploitation, abuse and harassment. Gret expects full commitment of its employees with Gret Code of Conduct including PSEA policy.