

Position title	:	Admin and Logistic Assistant
No. of Post	:	(1) Post
Project Title	:	Community Services Program
Duty Station	:	Pakokku Township
Report to	:	Operation Coordinator
Contract type	:	Full-time employee
Application Deadline	:	05.10.2026

Founded in 2010 by youth volunteers, **Guardian** is a non-partisan, non-profit national NGO based in Pakokku, Myanmar. We specialize in multi-sectoral humanitarian and development programming across Magway, Mandalay, Sagaing, and Shan. By partnering with UN agencies and international donors, Guardian bridges the gap between immediate emergency relief, response and long-term community resilience.

Project Background

Project Overview: Sustainable Development & Emergency Response

Guardian is seeking dedicated professionals to join our mission in the **Dry Zone of Pakokku** and the **Pyawbwe and Yamethin townships** of the Mandalay Region. Our current programming integrates long-term climate resilience with rapid emergency response to support vulnerable communities.

Core Program Pillars:

- **Climate-Smart & Sustainable Agriculture:** We empower rural farmers through comprehensive training in **Climate-Smart Agriculture (CSA)** and the **System of Rice Intensification (SRI)**. To combat the unique climate challenges of the Dry Zone, we establish demonstration plots for practical learning and distribute essential resources to improve water management and soil health.
- **Livelihoods & Economic Resilience:** Guardian works to strengthen local economies by fostering small business development and creating sustainable job opportunities. Our team provides vocational skill development, professional mentorship for entrepreneurs, and strategic facilitation of market access to ensure long-term financial stability.
- **Disaster Response & Rehabilitation:** We provide critical assistance to earthquake-affected communities, transitioning from immediate emergency relief to sustainable rehabilitation. This includes delivering essential **WASH** (Water, Sanitation, and Hygiene) services, **NFI** (Non-Food Item) distribution, and **Shelter** support: ranging from semi-permanent house construction to structural repairs.

Duties and Responsibilities

1. Administrative Tasks

- Maintain and organize project documents such as invoices, purchase orders, beneficiary lists, and meeting records.
- Assist with the preparation of monthly and periodic reports for the project team.
- Provide clerical support, including scheduling meetings, taking minutes, and handling correspondence.
- Ensure compliance with the Organization's administrative procedures and donor requirements.

2. Logistics Support

- Support procurement processes, including collecting quotations, preparing purchase requests, and ensuring procurement policies are followed.
- Assist in organizing the transportation of goods, relief items, and personnel to and from project sites.
- Keep updated records of vehicle logs, fuel usage, and maintenance schedules.

3. Coordination and Communication

- Liaise with vendors, suppliers, and service providers to ensure timely delivery of goods and services.
- Communicate with field teams to coordinate the dispatch and receipt of supplies.
- Act as a point of contact for administrative and logistical inquiries from staff and external stakeholders.

4. Asset and Resource Management

- Assist in maintaining a detailed and accurate asset register for project equipment.
- Ensure proper use and safekeeping of office and field equipment.

5. Support in Emergency Situations

- Be available to provide on-site logistical and administrative support during emergency relief activities.
- Help monitor the safety and security of supplies and ensure proper procedures are followed during distributions.

Key Communication Skills

1. Internal Communication

- Communicate clearly with field teams and supervisors to ensure smooth operational workflows.
- Report any logistical or administrative challenges promptly to the line manager.

2. External Communication

- Maintain professional and efficient communication with suppliers, contractors, and service providers.
- Represent the organization positively when engaging with community leaders or local authorities.

Skill Competencies and Requirements

1. Qualifications and Experience

- A diploma or degree in business administration, logistics, supply chain management, or a related field.
- Previous experience in logistics or administrative roles is an advantage, especially in humanitarian projects.

2. Skills

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Basic knowledge of procurement and supply chain principles.
- Strong organizational and multitasking abilities.

3. Personal Traits

- Attention to detail and ability to work under pressure in fast-paced environments.
- Flexibility and adaptability to changing priorities and urgent tasks.
- Commitment to humanitarian principles and the organization's values.
- Must adhere to Guardian Policies and Procedures.
- To take any other relevant duties as may be assigned by the Supervisor.

Integrity

1. Accountability

- Ensure transparency in all administrative and logistics-related transactions and processes.
- Report any discrepancies or irregularities in resource use or procurement.

2. Confidentiality

- Protect sensitive project data, including financial records and beneficiary information.

3. Ethical Conduct

- Uphold organizational and donor guidelines for procurement and logistics.
- Avoid conflicts of interest in dealings with suppliers or contractors.

Application Process: Interested candidates are invited to submit their **application letter with expected salary, and CV with three referees** (PDF format) to: **Email:** hr.guardian1@gmail.com (or) In person to **Head Office-** Guardian, Ward (12), Nga Gyin Street, Pakokku,

Phone: +959 773873537.

Deadline: Applications must be received by **5:00 PM, [Oct 05, 2026]**. Please clearly mention the **position title** in the subject line of your email. Only shortlisted candidates will be contacted. There is a 3-month probationary period. Following a successful evaluation, a one-year fixed-term employment contract will be issued.

Guardian is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQI and People with disability are also encouraged to apply. "Priority will be given to local applicants only."

❖ **Only short-listed candidates will be contacted for interview.**