

Procurement & Logistics Assistant (VA-330424) Nationals Only

DEADLINE FOR APPLICATIONS: Tuesday 8th May 2024

Scope of Work

Location – Yangon, Myanmar (Remote)

General Position Summary

The Procurement & Logistics Assistant will be responsible for overseeing procurement aspects of Organization's operation and working closely with Program, Administration, Finance and Logistics departments for the contracting of goods and services across the agency's response, and for supporting in Logistics and Asset Management functions of the agency's activities. The Procurement & Logistics Officer is instrumental in supporting program activities through their services.

Essential Job Responsibilities

- Assist in the daily coordination of procurement activities and closely working with procurement and contract officer.
- Develop a comprehensive understanding of the organization's procurement policies and formats and provide support in training staff on these policies.
- Assist team members in creating clear and understandable purchase requests and other documentation as required.
- Gather quotations and bids from the market for PRs and engage with contractors and service providers.
- Assist in maintaining thorough procurement files as per agency policies.
- Provide monthly reports as directed by supervisors and senior management.
- Assist in conducting market assessments, including identifying new vendors and conducting regular price monitoring on select commodities.
- Assist in coordinating and preparing quarterly, semi-annual, and annual procurement plans.
- Support Program & Logistics Management in asset management, including identifying assets during procurement and notifying the Asset Controller upon asset receipt.
- In physically counting/ visually checking the assets periodically in collaboration with the asset controller.
- Collaborate with the asset controller to update the asset register with changes and new acquisitions resulting from asset movements or new purchases.
- Ensure proper and timely recording of any lost, damaged, sold, stolen (or other) items in the approved Disposal of Asset Form, completing necessary supplementary documentation as required.

Reporting and Planning:

- Generate monthly reports as instructed by the supervisor and senior management.
- Conduct market assessments to identify new service providers and regularly monitor prices for selected services.
- Coordinate and prepare quarterly, semi-annual, and annual procurement plans.
- Regularly update the procurement plan in collaboration with the program team.

Accountability

- Reports Directly To: Field Operations Coordinator
- Works Directly With: Support Services, Programs and Finance teams

Knowledge and Experience

- Bachelor's degree in a relevant business field preferred.
- 1-3 years of experience in procurement or logistics roles is preferred.
- Strong organizational skills.
- Ability to effectively interact with both international and national personnel.
- Excellent oral and written English skills.
- Proficiency in MS Office programs, particularly MS Excel.
- Demonstrated ability to multitask and process information efficiently to avoid delays in program activities.
- A thorough understanding of procurement ethics and donor compliance is essential.

Success Factors

The successful Procurement & Logistics Assistant will coordinate procurement tasks to ensure the successful implementation of programs while demonstrating excellent stewardship of donor funds and compliance with donor regulations. They will cultivate strong cooperative relationships with other departments and effectively engage with both international and national personnel in managerial and training capacities. Additionally, they will exhibit the ability to multitask, meet deadlines, and process information to support evolving program activities. The organization upholds a steadfast commitment to fostering teamwork and accountability, thriving in dynamic environments, and prioritizing effective written and verbal communication in all situations.

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives. We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

The organization is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact. We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, any other protected group in the locations where we work.

Safeguarding & Ethics

The organization is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by

or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to organization's Code of Conduct Policies and values at all times.

HOW TO APPLY

Applicants should submit their application letter and current CV with complete contact details and, indicating apply position with vacancy announcement number to responsejobsmm@gmail.com

Only shortlisted candidates will be conducted for interview