

Vacancy Announcement

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In over 40 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

To support and strengthen the DRC programme in Myanmar, we are looking for highly motivated and capable candidates to fill the position of

Supply Chain-Procurement Assistant – 1 Post

Duty Station	Sittwe, Rakhine State
Report to	Supply Chain Team Leader

overall purpose of the role:

The Supply Chain Assistant (field-based) will be responsible for day-to-day logistics and procurement support required for all the program operations in the fields and office within Sittwe township, Rakhine State.

Responsibilities:

- Support daily logistics operations, including receipt, storage, transportation, and distribution of program supplies in the field.
- Assist with warehouse, fleet, and facilities management to ensure smooth implementation of the project in the field.
- Maintain inventory records and monitored stock movements to ensure accountability and availability of supplies in the field.
- Coordinate logistics activities with program and support teams to facilitate timely delivery of goods and services.
- Ensure that all orders are tracked from point of planning and request through to final receipt.
- Prepare the relevant documents for the procurement of goods and services
- Ensure Adequate correct paperwork supporting the procurement process is completed accurately
- Participate in evaluation of bids and proposals and assist the procurement officer/team leader in the bid opening or tender opening meeting.
- Maintaining good communications with field program staff, warehouse staff in DRC Sittwe Office and relevant suppliers and contractors.
- Collect quotations from potential suppliers, follow up on purchases/contracts with suppliers as instructed by Procurement Officer/Team leader.
- Follow up on Purchase Requisition Status and keep requester abreast of estimated time of delivery or any changes that may affect or modify the predetermined delivery conditions.
- Keep the procurement trackers always updated.
- Maintain and update an effective filing system of procurement documents.
- Provide timely information for Program team for reporting propose when requested.
- Correctly apply ERP supply system process
- Any other duties relating to the nature of the job as requested by the Manager /Team Leader

Required experience and technical competencies

- At least 1 years of experience in similar positions or 1 years of experience in support/program positions in the field
- Good knowledge of area knowledge, flexibility, good communication, good collaboration and interpersonal skills.
- Diploma or professional degree in Supply Chain or a related field.
- Certificate for supply chain management or other support/programs management training.
- Intermediate English proficiency
- Fluency in local language

All DRC roles require the post-holder to master DRC's core competencies:

- **Striving for excellence:** Focusing on reaching results while ensuring efficient processes.
- **Collaborating:** Involving relevant parties and encouraging feedback.
- **Taking the lead:** Taking ownership and initiative while aiming for innovation.
- **Communicating:** Listening and speaking effectively and honestly.
- **Demonstrating integrity:** Upholding and promoting the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

Condition

Contract: DRC will offer the successful applicant a DRC's Regular contract including 3-month probation. Renewable depends on both funding and performance. Salary and conditions will be in accordance with DRC's Terms of Employment. The position is placed in Employment Band I- non management. Only applicants who can work and be based in Sittwe, Rakhine State, are eligible for this position.

Application and CV

Interested? Please send your application, in English, no later than **9 Oct 2026**.

CV only applications will not be considered. Applications can be submitted to:

- mmr-recruitment-rakhine@drc.ngo
- DRC Sittwe Office: **Block No.42, Land No.43B, 45B, North San Pya Ward, Pyi Thaw Thar Quarter, Sittwe, Rakhine.**

(Applications will be reviewed on a rolling basis, and shortlisted candidates may be contacted for interview/an offer made before the advertised closing date)