

Job location : Yangon, Coordination Office (Frequent travel to sub-field Office)

Duration : Up to May 2027 (Extendable base on budget)

Vacancy opening date : 10th September 2026

Vacancy closing date : 9th October 2026

(Transportation Allowance & other benefit packet such as leave, medical allowance, etc, as per PUI Internal Staff Regulation)

(Payment will be made in MMK based on the prevailing monthly exchange rate)

Première Urgence Internationale (PUI)

Première Urgence Internationale is a non-governmental, non-profit, non-political and non-religious international aid French organization. Our teams are committed to supporting individual effective by responding to their fundamental needs. Our aim is to provide relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. Main sectors providing assistance to around 6 million people in 22 countries.

Première Urgence Internationale (PUI) is a French international NGO providing humanitarian assistance in more than 22 countries, including in Myanmar since 2001, in South Yangon and Kayin state.

Job Purpose

The Logistic Coordinator will directly supervise Logistic Officer, Procurement Officer and IT Officer. He/ She works under the direct supervision of Country Director. He/ She works in close collaboration with Technical Coordinators base in Myanmar Coordination office.

The Logistics Coordinator is responsible for implementing a logistics framework tailored to and organized around an efficient supply chain, while ensuring appropriately sized logistics support at the mission level. The position holder is also committed to managing and ensuring compliance with all related policies, rules, procedures, and best practices at both base and coordination levels, guaranteeing their effective and efficient implementation.

Job Description

Under the supervision of the Country Director (CD), and in cooperation with technical coordinators and Logistic staff in the operational bases, the Logistic Coordinator will:

- **Supply Chain:** He/She coordinates and implements the national supply chain strategy for the mission. He/she ensures that the administrative and operational components of the supply chain are in place and functional. He/She guarantees that PUI's procedures, policies and tools related to purchases, transport and storages are in place and are respected.
- **Support logistics management:** He/she ensures that all teams have the means, resources and tools they need to carry out their activities. He/she actively contributes to the dimensioning of the mission in terms of materials, equipment, and services allowing a well-functioning of the bases.
- **Security:** He/She must ensure that the necessary means and frameworks are available to implement security rules related to communications, movements and facility management.

- **HR:** He/She is responsible for supervising the Logistic department on all bases, but also directly managing the coordination logistics team.
- **Strategy:** He/She is directly in charge of the logistics department strategy (design and implementation), considering the department's needs as well as the mission's requirements
- **Coordination:** Consolidates and shares logistics related information to Coordination, bases and HQ in relevant communication canals
- **Representation:** He/She develops PUI relations with other organizations' logistics department and improve collaboration with other actors

Specific Goals and Related Activities

1. DEVELOP MANAGING AND MAINTAINING AN EFFICIENT AND FUNCTIONAL SUPPLY CHAIN

- Ensures that a supply chain framework and a comprehensive monitoring system are in place and oversees their effective operation and continuous optimization.
- Supervises all related procurement processes, ensures that donors and internal policies, rules, procedures and tools are respected.
- Ensure that a national supply chain infrastructure is in place and an efficient pipeline is established until final delivery.
- Make sure that competition processes are carried out for goods, works, services markets and that they are properly managed, committed and delivered when and where needed.
- Ensures that appropriate guidance and strategic tools are in place for supply chain management including but not limited to procurement plans, pooling of resources (internal and external), framework agreements, supplier's sourcing.

2. TRAINING DEFINING AND DEPLOYING AN APPROPRIATE "SUPPORT LOGISTICS"

- Oversees all activities included in support logistics (premises, IT, communication, equipment, fleet management) by ensuring all PUI tools are in place and making sure PUI procedures are respected.
- Monitors activities and analyses the internal reports, with an emphasis on cost efficiency. Implement correctives actions if needed.
- Provide technical expertise when requested (building inspection, equipment procurement request, etc.) Supports the Field Coordinators and the logistics manager/officer in the definition, organization, and consideration of logistics aspects (strategy, analysis, sizing, standards, etc.) on the bases.
- Supports the implementation of procedures, tools, processes and best practices with the logistics teams at the base's levels.
- Ensure that PUI's partner organizations follow PUI procedures, check their logistics-related documentation and support them in improving their internal process

3. MONITORING CONTRIBUTING TO THE SECURITY OF PERSONNEL, GOODS AND PREMISES

- Ensures that the logistics means (materials and human) in place are adapted to the level of security of the bases and the teams in the field.
- Participate in the implementation and respect of standard operating procedures regarding communications as well as the movement of people and goods. He/she ensures that the mechanisms that are deemed necessary are put in place and that the rules are respected.
- Participates in the analysis of the context and safety conditions of the mission through the prism of logistics in general and logistics activities in particular. He/she alerts and makes recommendations to the Country Director on possible changes to the identified risks and corrective measures to be implemented.
- Communicate on a regular basis with guards and drivers, on incidents, risks and attitudes to be observed (regular meetings and training if necessary).
- Participates in the evaluation of security conditions in the defined areas Participates in the evaluation of security conditions in the defined areas

4. GENERAL STRATEGY AND TEAM MANAGEMENT

- Develops the action plan for the logistics department, based on the mission strategy
- Ensures that the logistics department sizing corresponds to the mission needs, and propose corrective measures if not
- Leads meetings, settles possible conflicts, and defines priorities and activity schedules for his /her department.

- Participates in the HR sizing of his/her department, in the recruitment, appraisal of the logistics team and in its direct management. He/She ensures that logistics staff fulfill their tasks and responsibilities
- Identifies training needs and possibilities (internally and externally)
- Is responsible for logistics teams' capacity building

LESSONS

5. ENSURING PROPER INFORMATION FLOW, COORDINATION AND REPRESENTATION

- Ensures that logistics-related data and information are effectively shared with relevant field teams and in the proper communication canals
- Contributes to donors' proposals, reports and audits
- Maintains good communication with the bases and visit them regularly
- Is responsible for the logistics department's financial and administrative management, including budget follow-up
- Maintains good collaboration with other organisations' logistics departments

Requirements:

Qualification/Background Requirements:

- University diploma or at least 5 years of experience in a similar position
- Min. 2 years Logistics Experience in the humanitarian sector
- Experience as a manager
- Strong knowledge of procurement and supply chain in the humanitarian context
- Strong organizational and prioritization skills
- Global knowledge of different aspects of logistics (premises management, ICT, fleet management)
- Strong organizational skills
- Good managerial skills
- Outlook (e-mails)
- Full proficiency in Word, Excel
- Capability to adapt to the use of other internal online software on demand

Desired skills:

- University diploma in a related field (supply chain, logistics, etc.)
- Experience in a similar position
- Experience in security management
- Strong work ethic
- Positive attitude
- Strong team spirit
- Negotiations skills
- Knowledge of the project circles and humanitarian donors
- Cybersecurity notions
- Basic computer knowledge
- Good managerial skills

Language: Fluency in English

NB: English will be your daily work language. Only apply if you feel comfortable enough

Required Personal Characteristics: fitting into the team, suitability for the job and assignment

- Strong work ethic, to be committed and disciplined within very busy working environment
- Autonomy, initiative and sense of responsibility
- Adaptability, flexibility
- Reliability and discipline
- Ability to delegate and supervise the work of a multidisciplinary team

Due to the specific work to Premiere Urgence Internationale (PUI) and according to his/her responsibility stated here the **Logistic Coordinator** is requested to stay at the organization's disposal for any extra duties related to the work and this position and job description will be reviewed regularly in concordance with the development of the programs.

Recruitment procedure:

Shortlisted candidates will be invited to take a written test, after which those with the best marks will be invited to an oral interview. This recruitment will be done on a rolling basis, meaning that PUI reserves the right to close this vacancy when it has found a suitable candidate – interested candidates are therefore invited to submit their application as soon as possible.

To Apply Online, please access via this link,

https://docs.google.com/forms/d/e/1FAIpQLSd4dCcSy3FS_ps8XulaC68Wredm9liU0pZIGU46ncO4oWc7vg/viewform?usp=header

- Applications from all origins, religion, gender, age, People Living with HIV
- Women and people with disabilities are encouraged to apply.
- Every application will be reviewed as per the qualification and experience necessary for the position only.

For application physical address can be sent as below:

Coordination office, No .79 Aung Min Khaung Street, Thanlwin Road, (10) ward, Kamayut township, Yangon.

"Any difficulties when applying, please contact via phone call +95 9880893847"

- Please mention the applied position in subject if you send your application via email.
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