

Vacancy Announcement

Welthungerhilfe is one of the largest private aid organizations in Germany; it is politically independent and non-denominational. Welthungerhilfe (WHH) is dedicated to fighting for a world without hunger. Since it was founded on December 14, 1962, 12,128 overseas projects in about 72 countries have been supported with 5.07 billion euros.

Welthungerhilfe follows the principle of empowering people to help themselves to sustainably improve their living conditions, offering everything from fast disaster relief to reconstruction and long-term development cooperation projects with national and international partner organizations. In close collaboration with local partners, we enable people to break out of hunger and poverty sustainably, with measurable impact, and with integrity and accountability.

WHH pursues a dual mandate to ensure our actions meet the needs of our target groups: providing programs for short-term disaster relief as well as long-term development. To achieve [sustainable food and nutrition security](#) among the most vulnerable, these programs link our key focus areas interrelated with hunger – [agriculture and environment](#); [water, sanitation and hygiene](#) (WASH); [economic development](#); [humanitarian assistance](#); [climate change](#); and [civil society and advocacy](#). [Innovation](#) helps to scale the impact.

We are currently looking for one Procurement Officer for the Myanmar Country Programme. The position will be based in Meiktila and requires frequent travel to project locations.

Job Description: Procurement Officer (SG 06)

I. Job Details

Department: Programmes

Country / Location: Meiktila (frequent field visits required)

FundsPro Cost Allocation: SEEDS (Strengthening Economic and Environmental Development for Climate Sustainability)

Job Name: Procurement Officer (m/f/d)

Title of Job Holder: Procurement Officer

Salary Group: SG 06

Immediate Superior (in disciplinary matters): Head of Project

Subordinate Position(s): Guards, Cleaner, Drivers

No. of position: 1

Representation: To be decided on relevant occasions

Is represented by: To be decided in case of absence

Contract Period: 1 year contract with possible extension

Project Duration: 44 months

Technical Focus: Procurement, sourcing, tendering, supplier management, procurement documentation and compliance

II. Objectives, Duties, Areas of Responsibility

1. Objectives of the position

The aim of the position is the smooth functioning of the local procurement.

2. Duties and area of responsibility

2.1. Duties with own area of responsibility

- Manage the procurement of goods at the local market
 - Arrange for and compare quotations, according to Welthungerhilfe guidelines
 - Prepare tender documents
 - Prepare comparative documents
 - Order goods
 - Arrange for and co-ordinate the delivery of goods
 - Keep a database on suppliers
 - Regularly evaluate the suppliers' performance and search the market for alternatives
 - Prepare invoice, delivery receipts and other papers before submitting them for payment
 - Prepare delivery notes
 - Inform projects/programmes of location and time of delivery
 - Record important data during and after completion of transaction (procurement database and files)
- Arrange for customs clearing of international goods
 - Prepare and submit necessary documents to retrieve imported goods from customs
 - Prepare and submit necessary documents for the duty-free status of goods
 - Request copies of important shipping documents from suppliers
 - Monitor and follow up on the arrival and customs clearing process of goods
 - Co-ordinate the pick-up and delivery of goods
 - Record important data during and after completion of customs clearance (customs clearing database and files) and print statistical reports, as required
 - Monitor the performance of agents providing customs clearance services for Welthungerhilfe
 - Follow up on internationally procured goods
 - Coordination with Welthungerhilfe HQ Germany

2.2 Duties without own area of responsibility

- Support the inspection of delivered materials and arrange for replacement if defective

- Fulfillment of any other tasks which are assigned by the management and correspond in general with the character of this position

2.3 Specific activities and duties of the position / Position specific qualifications

To be filled in or described individually by the Country Director or immediate superior

III. Job requirements

1. Knowledge/ Qualifications

- 1.1 Professional/ formal qualification
Training as described above with additional qualifications (e.g. technician, trainee programme, vocational college) or relevant professional experience
- 1.2 Job-related professional experience
2 to 5 years' professional experience
- 1.3 Foreign language skills
Ability to communicate in English

2. Social skills

- 2.1 Social skills
Communicates and liaises with others
- 2.2 Capacity for teamwork

3. Disciplinary Leadership of staff

None

4. Responsibility

Activity based on instructions, scope of action within the assignment

Please send your application by email to:

 hr.mmr@welthungerhilfe.de

 Application deadline: 18 October (Sunday) COB

Please note that only shortlisted candidates will be contacted for an interview. Welthungerhilfe is an equal opportunity employer and encourages applications from qualified individuals, regardless of gender, ethnicity, or background.

Applications will be reviewed on a rolling basis, and interviews will be conducted accordingly.