



Vacancy Announcement

Position: Logistics Assistant
(LVT Project)

Duty Station: Hpa-an (Kayin)

Starting Date: As soon as possible

Organizational Context

The Local Resource Centre (LRC) is an officially registered LNGO which is providing capacity development to civil society organizations (CSOs) in Myanmar. Major activities of the LRC include 1) providing relevant and up-to-date information to CSOs to improve the socio-economic development of members 2) creating space and opportunity for Civil Society Organizations to dialogue with respective stakeholders 3) providing technical assistance to promote accountability and good governance among CSOs, and 4) conducting participatory research to address issues and areas pertinent to civil society development.

The operational context under which the incumbent will work is the Vocational Skills Development Program (VSDP) launched by Swisscontact with funding from the Swiss Agency for Development and Cooperation (SDC). LRC will participate in the VSDP as an implementation partner for vocational training in Kayin State. The vocational training focusses on the needs of disadvantaged groups in rural and peri-urban areas, providing them skills that are needed for employment and self-employment. This vocational skills development support will employ mobile training approaches, combined with informal apprenticeships provide them with concrete and marketable skillsets which are demanded by employers.

Responsibilities and Accountabilities

Under the overall supervision of the Deputy Regional Coordinator and the direct supervision of the Logistics Officer, in working close coordination with the VCT Project team, the incumbent will assist in procurement and logistic-related functions:

1. Assist the logistics officer in overall procurement activities of Kayin office and its sub-offices which include procurement, property, asset control, supply, service/maintenance and dispatch transportation;
2. Assist the logistics officer in ensuring the full compliance of procurement activities according IOM's rules and regulations and the applicable policies and procedures as well as highest degree of personal and professional ethics;
3. Assist the logistics officer to collect and provide necessary information regarding the procurement and assist in planning, and organizing all aspects of the procurement;
4. Assist the logistics officer in processing the LRC's procurement procedure/document e.g obtaining competitive quotation through requests, bids or proposal and internet searches, issue PR, PO, etc. in a timely manner;
5. Assist the logistics officer to strictly adhere to the internal control related to procurement activities in accordance to LRC' rules and regulations. Assist in the annual audit process and in the proper implementation of the auditors 'recommendations ;



6. Assist the logistics officer in filling all contract/agreement (related to procurement) which are completely file with all the required supporting documents i.e. tendering, contracting, progress report, and payment supporting documents;
7. Assist the logistics officer in entering the procurement transactions
8. Assist the logistics officer in facilitating and supporting logistical needs of program activities in a timely manner such as training/conference and meeting (accommodation, venue and transportation) for the assigned project, vehicle rental, and maintenance process;
9. Assist the logistics officer in managing the inventory and supply chain management of the assigned project/location including:
10. Assist in preparing inventory report quarterly and annually for donor report purpose
11. Assist in liaising with Stakeholders/donors and other implementing partners regarding with supply chain management system and conduct in sub-offices according to donor standard operation guideline
12. Assist in monitoring supply chain management system of assigned project and provide update information such as stock replenishment, over stock and shortage as per consumption to program unit in timely manner to avoid waste and expiry
13. Perform other related duties as may be assigned

Education and Experience

- Myanmar national
- Secondary school diploma or University Graduate
- Minimum of three years related work experience
- Work experience with Local or International NGOs
- Team-work oriented, capacity to work independently; personal commitment, efficiency, flexibility, experience in working effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels
- Demonstrated ability to work well under pressure and to keep deadlines
- Excellent communication and negotiation skills

Languages

- Proficiency in spoken and written Myanmar and English required

Application information and requirements:

- This position was first advertised on **18 July 2019**.
- Deadline for applications is **31 July 2019**.
- Please identify your monthly salary expectation in your cover letter.
- Interested and qualified candidates for either position should send the following: 1) an *LRC Application Form*, 2) *Cover letter*, 3) *Curriculum Vitae*, and 4) *one current passport-size photo* with 3 referees (email/ contact telephone number) will be required at time of interview to LRC at the following address:

HR Officer: (hr@lrcmyanmar.org)

LRC main number: 09 253 397 749, 09 253 397 750

Local Resource Centre

2nd Floor, Building (99), Room (2A+B), Lamai Condo,

Myay Nu Street, Sanchaung Township, Yangon.



- Applications that do not follow the requirements will not be considered. Please do not email applications larger than 2MB.
- Only short-listed candidates will be contacted.
- Interviews will be conducted in early to first - Aug 2019
- Start date for this position is **August 2019** or earlier



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Local Resource Centre

APPLICATION FORM FOR POSITION VACANCY
(Please complete the following details as fully as possible)

Position Name: _____

Date: _____

Name: _____

Contact details:

Home Phone Number:

Mobile Number:

Gender:

Date of Birth:

(D) (M) (Y)

Languages: (Please state fluent/conversation/poor)

Education:

(Please state educational qualification/ institution / year / major subject)

Key Skills:

Referees:

(Please provide the name and contact details for at least two referees)

Signature of Applicant
