

VACANCY ANNOUNCEMENT

Aug 2019

Associate Procurement and Logistics Officer- Myanmar

The Denmark-Myanmar Programme on Rule of Law and Human Rights (2016-2020) supports the Union Attorney General's Office, the Office of the Supreme Court of the Union, lawyers, CSOs as well as the law departments of Dagon and East Yangon Universities in strengthening capacities on core aspects of rule of law and human rights and supporting reform in relevant areas. The programme which has a total grant of DKK 70 million (approximately USD 10 million) is based on participatory approaches supporting partners to identify their own needs and priorities and taking lead in implementation of activities.

The governance of the programme is based on joint decision-making with partners through co-chaired Steering Committees. The programme is part of the Denmark- Myanmar Country Programme (2016-2020) endorsed by a bilateral government-to- government agreement between Myanmar and Denmark as well as MoUs with all key stakeholders. A Joint Venture comprised of the International Commission of Jurists and the Danish Institute for Human Rights (DIHR) has been contracted to provide technical assistance to the programme through a team of experts supporting implementation.

The Joint Venture is seeking an Associate Procurement and Logistics Officer to support the implementation of the programme's outputs with particular focus on facilitating and providing technical assistance to the Finance and Admin team in developing relationships with vendors and responding to existing needs of the JV. The position will be contracted by the International Commission of Jurists, and the successful candidate will join the Joint Venture team in Myanmar.

RESPONSIBILITIES

The Associate Procurement and Logistics Officer will mainly support the ICJ's JV procurement, logistics and asset management and will also from time to time be required to support other work under the JV, depending on the existing needs according to JV set guidance and standard operating procedures. He will also:

- Plan, manage and provide technical advice on procurement and logistics activities, following rules, procedures and regulations.
- Issue international, regional and local tenders.
- Evaluate offers and make recommendations for the finalization of purchases and the award of contracts.
- Review technical proposals of suppliers and carry out cost/benefit analysis.
- Coordinate shipping and delivery arrangements of purchased commodities and equipment.
- Develop and prepare technical and legal contracts.
- Manage and coordinate negotiations with all interested parties.
- Including contract disputes and claims.
- Prepare reports on procurement activity.
- Assist as needed on audits.
- Ensure accurate record keeping of all JV and Donor assets and exceptional items that require registration and movement tracking

- Coordinate with JV implementing partners on inventory of donor assets, agreements and disposition.
- Perform other related duties as required.

QUALIFICATIONS

The successful candidate will have:

- The ideal candidate for the ICJ Associate Procurement and Logistics Officer job placement should hold a graduate level qualification in Procurement & Logistics, Business Administration or the equivalent;
- At least five years' demonstrated experience in procurement and logistics in Myanmar, preferably working in an INGO environment;
- Excellent communication in both English and Burmese (written and oral);
- Excellent MS Excel and MS Word skills;
- Excellent organizational, planning and time-management skills;
- Ability to take initiative and capacity to adapt to changing priorities and needs;
- Attention to detail and accuracy;
- Excellent interpersonal skills;
- Ability to work well as part of a team and thrive in a fast-paced, multicultural environment;
- Commitment to human rights and the rule of law

The ICJ is an equal opportunities employer and offers a competitive salary package.

Women are strongly encouraged to apply.

APPLICATIONS

The deadline for applications is on **8 September 2019**. Applications must be addressed with your resume, a cover letter, and names of at least three references to:

- Ref: **Associate Procurement and Logistics Officer**
- By email: myanmar.recruitment@icj.org

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. The ICJ is unable to respond to phone enquiries.

We thank you for your understanding.