



LOGISTICS OFFICER (MEIKTILA) (F/M)

MYANMAR– 12 MONTHS, RENEWABLE

GERES ACTIVITIES

Set up in 1976, Geres is an international development Non Governmental Organization working in Europe, Africa and Asia to improve living conditions and fight against climate change and its impacts. As we operate in the field, the energy transition is a major lever in our activities.

In the interests of ambitious societal change, we encourage the development and rollout of innovative, locally-based solutions, we support territorial climate and energy policies and mobilize all stakeholders around Climate Solidarity, urging them to take action and stand up for the most vulnerable.

Our operations include work on developing value chains as these create jobs and are often key to the sustainability of the solutions deployed. We also attach great importance to ensuring that all stakeholders have a sense of ownership. We focus on capacity-building in order to drive the dynamics of change, develop resilience strategies and open up the field of opportunity so that everyone can play a part in sustainable development.

Based in Myanmar since 2015, Geres focuses especially on rural distribution of sustainable and efficient energy solutions for cooking, lighting, conservation and home comfort.

The omnipresence of low quality products in rural markets and their low cost make them the preferred equipment of households, despite their extremely limited lifespan. The lack of distributors, financing mechanisms and information are persistent obstacles to which development programmes must respond in order to ensure that users' habits and behavior change.

In order to tackle this problem, Geres has incubated a local distribution network named Ah Lin Tan Ah company (ALT), which is a last mile network of women distributors in Myanmar offering sustainable energy solutions to families and local businesses like cooking and domestic appliances, lighting equipments, solar products and equipments for productive users.

ALT provides energy products at village level through local women distributors able to inform and advise users. Products are selected for matching with local needs and lacks. Training and advice are delivered to users together with after sales services. Products are also chosen to be affordable for users and economical to use.

Financial mechanisms are promoted like Pay As You Go models. Products are also selected for their effectiveness and durability. Users reduce their energy costs and benefit from positive impacts: health, comfort... Products are demonstrated and sold by women distributors to women users. Repairing, recycling, and guarantee are also proposed to customers.

The non-profit social enterprise "Ah Lin Tan network" was created at the end of 2023 and Geres is now supporting its development in several new townships. Thanks to the support of international partners, Geres has been able to finance an ambitious development plan for the period 2024-2027.

GERES Myanmar is now seeking Myanmar national to fill the position of Logistic Officer. This position is based in Meiktila.

LOCALISATION

The position of Logistics Officer is based in Meiktila, in the Geres offices. He/She may be occasionally required to travel to project area (Yangon,...) and frequently travel to project villages.

LIENS HIÉRARCHIQUES ET FONCTIONNELS

Line manager: Supply Chain Manager

Hierarchical supervision: Nil

Functional links: Support team in especially ALT Network transactions, closely work together with Supply Chain Manager and Logistics Officer based in Yangon Office & also Field Finance & Administrative Officer based in Meiktila, additionally support the operational team if needed.

MISSION AND TASKS

The logistics officer plays a crucial role in ensuring the smooth functioning of our Ah Lin Tan operations by managing the logistical aspects effectively. Their mission revolves around optimizing the supply chain and ensuring timely delivery of goods and services to support our projects and entrepreneurs.

The Key tasks are order processing, transportation coordination, stock management, reordering process, project inspection and visits and identify new product demand from final user, entrepreneurs.

Order Processing

- Receive orders from entrepreneurs and middle entrepreneurs through a digital platform, or manually in the absence of the platform.
- Generate Good Received Notes (GRNs) and collaborate with the finance officer to issue invoices for the orders..

Transportation Coordination

- Arrange efficient transportation for timely product delivery to entrepreneurs and middle-women entrepreneurs.
- Ensure accurate documentation and adherence to delivery schedules Implement efficient storage solutions for office supplies and equipment.
- Ensure the quality assurance of the receiving order from suppliers.

Stock Management

- Interact with entrepreneurs and middle-women entrepreneurs to assess current stock levels.
- Always check the stock levels of Geres store.
- Input stock figures into the tracking sheet for accurate record-keeping.

- Conduct monthly stock balance checks with the Finance & Administrative Officer, reporting irregular scenarios to the line manager.

Reordering Process:

- Re-order stock as needed, coordinating requirements with the supply chain manager.
- Ensure timely replenishment of stock through effective communication with suppliers.

Product Inspection and Visits:

- Conduct regular visits to entrepreneurs and middle-women entrepreneurs to inspect products.
- Evaluate product quality, ensuring adherence to specifications, and address any concerns promptly.

Identify New Product Demand:

- Engage with end-users to identify new product demands.
- Collaborate with stakeholders to understand market trends, and communicate findings to the line manager through oral presentations and written reports.
- Assist in product testing under the supervision of the Domestic Products Manager

General

- Providing assistance to the field team to ensure smooth office logistics management as required.
- Undertaking any assigned tasks from the line supervisor.

REQUIREMENTS

REQUIRED PROFILE

- A minimum of 3 years professional experience in the private sector or by INGOs / NGOs
- A minimum of 2 years in logistic field
- Experience with administrative and procurement tasks
- Bachelor's Degree in supply chain management (or) other relevant diploma

General

- Bachelor's degree in Logistics, Supply Chain Management, or a related field.
- Proven experience in logistics, order processing, and stock management.
- Strong organizational and communication skills.
- Proficient in using digital platforms and logistics software.
- Ability to conduct product inspections and adapt to market trends.
- Knowledge of supply chain processes and reporting techniques.

- Ability to ride motorbike/car.
- Ability to be work in autonomy and to communicate transparently with a remote based supervisor.
- Knowledge of remote villages in dry zone regions is an asset.
- Mechanic knowledge is an asset.

CONDITIONS

- Position: based in Meiktila with frequent visits in dry zone villages and occasional visits in Yangon
- Status: Myanmar fixed term contract of 12 months with 3 months probation period, possible extension for 4 years
- Working Hours : 5 days per week, 8 Hours a day starting from 9:00 am to 5:30 pm.
- Salary: competitive salary paid in USD or Kyat per month, based on profile. Health Insurance and work-related costs, such as field trip expenses, mobile top-up, etc. are to be covered, according to Geres's procedures.

TO APPLY FOR THIS POSITION

To apply, send your ENGLISH application (CV + LM) on the following email address: th.aye@geres.eu and the subject should be "2024_GMM Logistic Officer for Meiktila".

Application deadline: 30/4/2024

The application will be accepted on a rolling basis. Please kindly send your application as soon as possible.

Started date: ASAP

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