



PROCUREMENT & LOGISTICS OFFICER (YANGON) (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 Office in Yangon is now seeking Myanmar nationals to fill the position of Procurement & Logistics Officer. This position is based in Yangon.

LOCALISATION

The position of Procurement & Logistics Officer is based in Yangon, in the Geres offices. He/She may be required to travel frequently to the project areas (Meiktila, Delta...), where local logistics officers are based.

LIENS HIÉRARCHIQUES ET FONCTIONNELS

Line manager: Finance Admin HR Manager

Hierarchical supervision: Nil

Functional links: Support team in Yangon, work together with Finance Admin HR Manager, Finance & Administrative Officer and logistics officers based on the field in project areas.

MISSION AND TASKS

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

The Key tasks are procurement management, office assets maintenance, compliance & documentation, travel & accommodation management, cleaning and maintenance of office vehicles, support admin tasks, office maintenance.

Procurement Management

- Prepare the procurement planning together with Finance Admin HR Manager.
- Prepare the Purchase Request after getting the request from receptive staff.
- Sourcing Suppliers for relevant procurement.
- Ensure compliance with organization/donor procurement rules and regulations.
- Managing purchase order and quality assurance.

Office Assets Maintenance

- Oversee the maintenance and upkeep of office equipment, ensuring functionality and addressing issues promptly.
- Maintain an inventory of office assets and coordinate repairs or replacements as needed.
- Coordinate with insurance company if needed.
- Implement efficient storage solutions for office supplies and equipment.

Contract Follow-Up

- Manage contracts related to office rental and car rental, internet service provider, hotel prefer supplier contact, ensuring compliance with terms and conditions.
- Regularly review contracts, negotiate terms when necessary, and coordinate renewals or terminations.
- Monitor payment schedules and facilitate timely payments.

Travel and Accommodation Management

- Coordinate travel arrangements for employees, including flight bookings, accommodation, and transportation.
- Optimize travel costs and ensure adherence to travel policies.
- Handle visa applications and travel insurance for employees as required

Cleaning and Maintenance of Hired Car

- Supervise the cleaning and regular maintenance of company vehicles.
- Schedule and oversee routine servicing, repairs, and inspections for hired vehicles.
- Maintain accurate records of vehicle maintenance and usage.

Support Administrative Tasks

- Assist in general administrative tasks, including document preparation, record-keeping, and data entry.
- Collaborate with other departments to support logistical aspects of various projects.
- Provide administrative support during events, meetings, or projects as needed.

Office Maintenance

- Ensure the overall cleanliness and organization of the office space.
- Coordinate repairs and maintenance of the office premises.
- Manage relationships with vendors providing office maintenance services.

REQUIREMENTS

REQUIRED PROFILE

- A minimum of 3 years in INGOs / NGOs
- A minimum of 2 years in logistics field
- Experience with administrative and procurement
- Bachelor's Degree in supply chain management (or) other relevant diploma

General

- Fluency in Myanmar language, English would be an asset
- Proficient in working with Microsoft Office (Excel, Word, Outlook)
- Mechanic knowledge is an asset
- Strong planning, management, organizational and interpersonal skills;
- Highly proactive, demonstrating initiative to solve issues and propose solutions as relevant
- Committed to GERES' values and mission
- Able to work in a team as well as individually
- Demonstrated integrity and honesty

CONDITIONS

- Position: based 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 Procurement & Logistics Officer for Yangon".

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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