Karen Baptist Convention (KBC) is a Faith-based organization that works through 20 Associations all across the country, representing and serving community members. Our constituencies include communities of all faiths and none, and our network of well-established offices provided a strong operational platform in the Southeast Myanmar.

The Primary Health Care (PHC) project is a unique program that was designed to use a convergent approach to improve the health status of conflict-affected townships. The overall impact of the project is focused on achieving improvements in the health status and access to services through a community empowerment and equity lens. This was intended to be achieved through a focus on the supply side, the demand side, and the enabling environment of the health system.

The project intends to achieve three outcomes:

- **Outcome 1**: Equitable provision of quality primary health care services is improved in rural areas of target townships
- **Outcome 2**: Communities are empowered to improve health status and local health governance
- **Outcome 3**: Local and ethnic health systems in Southeast Myanmar are coordinated and strengthened

**Position Summary**

Under the line management of Program Manager, Admin and Logistic Officer is responsible for office administration, logistic issues and supporting project implementation and ensures smooth running of organization’s offices and contributes in driving sustainable growth.
Key Responsibilities

(1) Administration

- Coordinate office activities and operations to secure efficiency and compliance to organization policies
- Manage agendas/travel arrangements/appointments etc. for the Senior management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Handle minor financial transactions for the office, such as collecting rental payments and deposits, issuing receipts and purchasing needed supplies
- Collect, process and distribute incoming mail as well as compose and send correspondence for other office staff
- Handle maintenance requests and other concerns according to property-specific and organization procedures
- Assist management and other staff to ensure compliance with applicable federal, state and local laws
- Ensure that the stationaries and office supplies are purchased within the budget, keep record and tracking, physical count and send monthly report.
- Ensure that the regular payments (office rental, electricity, water bill, and others) are paid regularly.
- Responsible for arranging accommodation, transportation for the visitors with the project matter.
- Support and assist for finding and preparing venue, arranging refreshment/meal, stationaries, and other needs for the trainings, workshops, and meetings at KBC Head office level.

(2) Human Resource Management

- Assisting with the recruitment and onboarding of new employees
- Developing programs that enhance employee relations
- Ensuring employees have correct pay and benefits
• Promoting equality, health and safety within the company
• Advising executives on matters of salaries, redundancy and employment law
• Recording and processing confidential information

(3) Logistics Management

• Procurement of necessary supplies for project site operations with six rights of procurement under compliance organizational procurement guideline.
• Update or create stock cards for all stock items immediately after reception of goods.
• Managing and monitoring for the transportation of stocks to be received and delivered in time, cost-effectively and safely.
• Responsible to keep important documents (Procurement Processes, Warehouse Documents, Transport and Fleet Management Documents and Asset and Inventory Documents).
• Ensure correct and timely processing of regular orders from project sites.
• Responsible for issuing of goods on the basis of stock request, prepare for the packing list, ensure the packed items are safe and protected from damage and stock card updated immediately after issuance of goods.
• Receive the purchase requests from program team and coordinate with finance officer for budget availability in quotation collecting procedure.
• Responsible in purchasing the office assets, stationaries, other office materials and items for project activities, etc,
• Daily coordination of procurement activities and assisting office staff with procurement activities, as required.
• Organize procurement committee meeting and notes taking.

(4) Asset related

• Coordinate with program support officer for asset and inventory registration
• Assist program support officer in updating the asset and inventory registration sheet when every new item purchased.
• Organize asset and inventory physically check and reported as needed.
• Timely report to line manager any issues in the warehouse or in the office like damaged or missing conditions.
(5) Others

▪ Ensure that all organizational policies and procedures are followed.
▪ Perform other tasks assigned by line manager as required.
▪ Work with program support officer and conduct the regular reporting monthly or as necessary.
▪ Responsible for general office tasks as per project requirements and totally supportive to the project team.
▪ Other duties as may be assigned by the KBC head office and senior management team, as required.

Required qualifications

▪ University Graduate or Professional Certificate/Diploma in related field.
▪ Minimum of 2-year experience in a similar position/field.
▪ Solid understanding and experience in using logistics related software, excel and email
▪ Excellent personal organizational skills including time management, and ability to meet deadlines.
▪ Willingness to work in a field office with multicultural environment.
▪ Willingness to work with a team with positive attitude.
▪ Willingness to learn new.
▪ Willingness to work collaboratively with colleagues with different background while developing and maintaining effective working relationship.

How to apply

If you are interested in applying for the position, please send the cover letter mentioning the title of the position you’d like to apply and your resume to the email cnc.kbc@gmail.com or to the following address:

(1) KBC Yangon Office
No (396) D, Bogyoke Aung San Road, Lanmadaw Township, Yangon, 09 791912294, 09429269696

(2) KBC Hpa-an Office
No. (4/443), Ward (4), Thu Da Nu Street, Hpa-an, 09 252633809