



Job Vacancy Announcement

Action Contre La Faim-Myanmar

JVR202520

Logistics Officer

Sittwe (1 Post)

Starting Date: As soon as possible

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs, all **ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.**

All employees and representatives of Action Contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including the policies on Gender equality, Safeguarding and Protection from Sexual Exploitation and Abuse.

GENERAL ASSIGNMENT:

The Logistics Officer (Supply) ensures effective and efficient logistics supply across procurement, and team management functions, contributing to smooth operations and program delivery in line with organizational standards and donor requirements.

TASKS & RESPONSIBILITIES

Objective 1: Procurement Management

- Coordinate with Logistics Manager to determine the appropriate procurement procedures and obtain the required number of quotations.
- Prepare bid analysis (assessment) tables, request internal validations, and generate Supplier Purchase Orders or Contracts.
- Assist Logistics Manager/Sr Logistics Officer in the tendering process when applicable and in establishing Framework Agreements or Long-Term Contracts for recurring purchases.
- Follow up on all purchase orders to ensure quality of goods, timely delivery and service fulfillment.
- Manage procurement documentation in LINK and NAS systems.
- Keep requesters updated on the status of their procurement requests.
- Communicate current and anticipated procurement needs to suppliers.
- Coordinate with Sr Logistics Officer for centralized UBPR procurement.
- Maintain and update the contract follow-up tool on a monthly basis.
- Strictly adhere to ACF's procurement procedures (Kit Log 3.7) and ensure full compliance

Objective 2: Supplier Management

- Conduct regular market assessments to identify and evaluate local suppliers based on program needs.
- Maintain and update the supplier database and supplier profiles in LINK on a quarterly basis.



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- Foster professional relationships with suppliers and lead negotiations to obtain competitive pricing and terms.
- Update and maintain the price catalog or price lists on a quarterly basis.

Objective 3: Payment Management

- Prepare and update the procurement planning sheet in coordination with relevant teams.
- Review invoices, delivery notes, and quality control documents to ensure accuracy before submitting for payment.
- Coordinate with the finance team to ensure timely processing of supplier payments.
- Ensure all procurement and payment documentation is uploaded and archived in LINK and NAS.

Objective 4: Team Participation and Logistical Support

- Provide flexibility and support within the logistics team by stepping in for team members during absences.
- Assist supervisors in tracking financial activities related to procurement and supply chain.
- Support the preparation of logistics reports related to procurement and administrative tracking.
- Collect and archive supporting documents such as accounting records, attendance sheets, and delivery notes.
- Perform any other duties assigned by the supervisors in line with the role and responsibilities.

Demonstrate personal commitment in promoting Gender Equality/ ACF Gender Minimum Standards and Safeguarding

- Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.
- Promote and ensure to follow safeguarding policy within the humanitarian and/or development work

DEGREE AND SKILLS REQUIRED

- Bachelor's degree
- Professional experience in purchasing/certification in Supply Chain Management (added value)
- Good communication and interpersonal skills.
- Excellent active listening, negotiation and presentation skills
- Good financial Management of cash
- Good level of English and Burmese required; (oral and written)
- Good command of Microsoft Office package (Word, Excel, PowerPoint, Outlook)
- Knowledge of local languages will be added advantage.

HOW TO APPLY

If you feel confident for this position please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked) and the final clearance from your previous employer

To:



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ACF Sittwe Office: No-39, Pyihtaungsu Road, Pyitawthar Ward "North Sanpya", Sittwe State.

Via an email: recruitment@mm-actioncontrelafaim.org

***** Applicants must mention duty station and vacancy number exactly in email Subject for which location they are applying for. *****

CLOSING OF APPLICATION: 30th June 2025, Monday

- Only complete files will be considered. Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim.