



Job Vacancy Announcement

Action Contre La Faim-Myanmar

JVR202521

Senior 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 Senior Logistics Officer ensures effective and efficient logistics support across facilities, transport, fleet, warehouse, procurement, and team management functions, contributing to smooth operations and program delivery in line with organizational standards and donor requirements.

TASKS & RESPONSIBILITIES

Objective 1: Facilities & Premises Management

- Monitor and address deficiencies in offices and warehouse infrastructure.
- Oversee regular maintenance of buildings, electricity, plumbing, and basic utilities.
- Ensure staff workspaces are equipped with necessary furniture and communications tools.
- Maintain updated asset and inventory lists.
- Manage stock of maintenance materials (e.g., bulbs, sockets, extensions).
- Propose solutions or escalate facility issues to the Logistics Manager.

Objective 2: Transport & Fleet Management

- Plan and manage daily and weekly vehicle movements based on program needs.
- Supervise and coordinate all transportation (air, water, inland), including rental arrangements when necessary.
- Ensure adherence to security and safety protocols for all travel and vehicle use.
- Monitor vehicle routes, seasonal access, and road conditions.
- Oversee maintenance and repair of vehicles and generators, ensuring availability of essential spare parts and fuel stocks.
- Track and report fuel consumption, vehicle usage, and maintenance schedules.
- Keep vehicle documentation, logbooks, and driver licenses up to date.
- Liaise with rental owners on vehicle or driver issues.

Objective 3: Warehouse & Stock Management



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- Ensure warehouses are clean, secure, and organized for efficient space use.
- Oversee reception, storage, and dispatch of goods per standard procedures.
- Maintain updated stock records (SFU, IKD FU) and ensure proper documentation.
- Monitor expiry dates of sensitive items (e.g., food, medicine) and alert relevant teams.
- Coordinate with program, procurement, and logistics teams on storage and deliveries.
- Lead annual physical inventory checks and generate regular stock reports.

Objective 4: Procurement Support

- Consolidate logistical needs (supplies, services, rehabilitation works).
- Ensure procurement is conducted in compliance with internal procedures and donor guidelines.
- Manage procurement documentation in LINK and NAS systems.
- Support timely submission of procurement files and payments.
- Maintain Contract Follow Up (CFU) and assist in Framework Agreements (FWA) and tenders.
- Coordinate with Yangon and base teams for centralized procurement.

Objective 5: Team Management

- Supervise, support, and evaluate logistics team members.
- Identify training needs and build staff capacity on logistics procedures.
- Lead recruitment processes and conduct annual appraisals.
- Set clear, measurable objectives for team tasks and monitor performance.
- Provide technical guidance and delegate responsibilities appropriately.

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



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To:

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.