



*Professionals for Fair Development
Professionnels du développement solidaire*

Job announcement - GRET is seeking for

■ Logistic Officer (Bogale)

■ GRET

GRET is a French development NGO that has been actively fighting poverty and inequalities for 40 years on all levels and in a broad range of subjects. Its professionals provide lasting, innovative solutions for fair development in the field and work to positively influence policy. GRET's 700 professionals work on 150 projects per year in 28 countries.

■ Context

Since 1995, GRET is working in Myanmar in the fields of agricultural development, microfinance, natural resource management and water & sanitation in Chin, Sagaing, Mandalay, Magwe and Ayeyarwaddy. A Representation (Rep) office is established in Yangon to provide cross-cutting services to projects, to supervise actions and to work in relationships with donors, authorities and partners.

■ ALIVE Project

Since October 2021, Gret and its partners have been implementing the Agricultural innovation and Inclusive Value chain for Food and Nutrition Security (ALIVE-FNS) project with the overall objective to contribute to food and nutrition security of smallholder farmers and their communities by strengthening the resilience and inclusiveness of Value Chains in Myanmar. The specific objective are to improve the availability & access to safe, nutritious and diversified food for producers and consumers in targeted states of Myanmar and improve the awareness of nutrition challenges by value chain stakeholders. The project will be implemented up to June 2025. The project (is targeting two value chains (Konjac and vegetable) in four townships of Northern Chin State and two value chains (Rice and vegetable) in two townships of Ayeyarwaddy.

Position: Logistic Officer
Project: ALIVE-FNS
Report to: Deputy Project Manager
Location: Gret-Delta office

Job Purpose:

The Logistics Officer is responsible for supporting to Deputy Project Manager for the successful implementation of all the ALIVE-FNS project activities by ensuring accurate, efficient and accountable logistics activities by supervising and collaboration with logistics and security assistant in Delta Region (Bogale and Mawlamyine Gyun Townships).

Duties and Responsibilities:

- Prepare the ALIVE Procurement Plan for the Delta region and submit to the Deputy Project Manager for review before submitting to the Project Manager for approval
- Arrange all necessary local rentals and negotiate the service contracts/agreement with local private service providers and transporters.
- Carry out local procurement in timely, efficient and economical manner for all purchase orders and deliveries of equipment, materials, commodities and services approved
- Ensure the functioning of project office equipment, tools, boats and vehicles and make sure they are in working condition.
- Oversee maintenance of project office computers, communication equipment, generators, vehicles (supplies, spare parts, etc.) and organize/supervise repairs
- Organize daily and weekly vehicles movements for project activities taking into account the work efficiency and staff security
- Work in collaboration with Yangon office Logistician for all logistic aspects (purchase orders, delivery, repairs, maintenance, etc...)
- Maintain accurate inventory control and orderly record of transport documentation and distribution/delivery reports.
- Regularly check the equipment and update the inventory list
- Submit monthly report on equipment inventory, more specifically on their conditions and potential actions to be undertaken for improving the situation, and on diesel/ patrol consumption
- Supervision of the Logistics and Security Assistant
- Any other assignments requested by Deputy Project Manager.

Working conditions

All the employees requested to stay at the organization disposal for any extra duty related to the work on week end days.

Due to Gnet working environment, employees have to provide flexibility in their duties and to be able to temporarily take over duties of colleagues unable to work.

Skills required and others:

- University Bachelor or Degree
- Minimum one years' experience as more or less the same responsibilities at a private company or an INGO/LNGO (more preferable)
- Strong computer literacy with knowledge of Microsoft Excel
- Rigor, autonomy, organization and pedagogical abilities
- Very good interpersonal skills, interest for teamwork and self-confidence
- Good writing, communication and negotiation skills in English

- IT knowledge will be preferable

Contract and condition:

- Based in Bogale's Gret office
- Salary based on GRET's salary grid and previous experiences

Gret has a zero-tolerance policy on any kind of sexual exploitation, abuse and harassment. Gret expects full commitment of its employees with Gret Code of Conduct including PSEA policy.

Written applications (CV and cover letter) should be submitted to GRET office in Bogale or be sent by email to khaingzarnwe.mn@gret.org and yadanarwin.mn@gret.org **before the 25th May 2024 with the reference "ALIVE project- Logistic Officer -Gret Delta"** in the subject line . Only short listed applicants will be contacted.
This position is urgent and we reserve the right to make an interview if we find the suitable candidates among applicants before deadline. We would like to encourage to apply as early as possible.