

Logistics and Procurement Specialist – Myanmar

Background

SoCha intends to submit a proposal to provide the client with monitoring, evaluation, and learning (MEL) expertise, as well as training services, to strengthen the ability of the client to monitor and learn from its activities.

This activity has three primary objectives:

1. Improve capacity to design, implement, and monitor strategy.
2. Increase the effectiveness of evaluations and assessments.
3. Improve learning capacity throughout the program cycle.

*** Experienced Burmese citizen and resident Logisticians are encouraged to apply ***

Scope of Work

SoCha is seeking a full-time, qualified individual to fill the role of Logistician and Procurement Specialist. The position will be full-time and based in Yangon. This role will report to the Finance and Admin Manager (FAM) and oversees all logistical and procurement activities on the project. Responsibilities will include:

Procurement:

- Lead and follow-up on procurements ensuring compliance with relevant client and SoCha procedures and regulations.
- In consultation with the Chief of Mission Support, FAM and HR Manager, establish procedures for the operations and maintenance of the office.
- Collaborate with technical and program teams and staff to draft contracts with vendors and service providers.
- Foster and manage all relationships with vendors and service providers and ensure compliance with the terms of their contracts or service agreements.
- Manage the inventory process and record any losses or damaged items.

Logistics:

- Ensure effective operations by coordinating with drivers, venues, suppliers, activity-specific logisticians, etc.
- Coordinate and ensure the provision of administrative support for all project activities.
- Maintain and update the project calendar of activities.
- Mobilize personnel and consultants by arranging travel and accommodation.
- Support the FAM to manage the office's ongoing services and costs (e.g., rent, utilities, supplies, maintenance, telephone).

The tasks outlined above are indicative, but not exhaustive for the role and other tasks may be assigned by the supervisor, the Chief of Mission Support, or their designee.

Minimum Qualifications and Experience

- Minimum of a bachelor's degree.
- At least five (5) years of experience serving in a related position, overseeing logistics and procurement, preferably including non-permissive environments.
- Proficiency in Microsoft Office applications, particularly Word and Excel.
- Demonstrated knowledge of donor-funded procurement rules and regulations.
- Exceptional organizational skills and attention to detail.
- Ability to organize, manage, prioritize, and follow through on multiple tasks in a fast-paced, deadline-oriented environment.
- Proven capacity to take initiative and willingness to learn new skills as needed.
- Strong work ethic and the ability to work well independently and as part of a team.
- Experience in negotiating vendor contracts (including price levels, terms of delivery, etc.).
- Written and verbal proficiency in English and Burmese.

Location

Yangon, Myanmar

How to Apply

To submit your application, kindly provide your CV via the following link:

<https://jobs.socha.net/logistics-and-procurement-specialist-myanmar/04/21/2024/>

Position will remain open until a suitable candidate has been identified.