



DKT International Inc. (Myanmar Branch)

CAREER OPPORTUNITY

About DKT International Myanmar: DKT International is a leader in making modern contraceptive products and information more available, accessible, and affordable to people in 90 developing countries worldwide. Through innovative social marketing DKT aims to give Myanmar's people greater knowledge and a wider range of choices for reproductive health.

DKT International Myanmar invites applications for the following consulting position in Yangon, Myanmar.

Position: Procurement Manager
Report To: Country Director
Duty Station: Yangon
Closing Date: as soon as possible

About the Job: The Procurement Manager will play a pivotal role in our operations by managing the procurement process and ensuring the efficient acquisition of goods and services required. He/she will be responsible for developing procurement plan, reviewing and update the procurement policies, managing vendor relationships, negotiating contracts, and optimizing procurement processes to maximize value and minimize costs.

Responsibilities (but not limited to):

- Develop and implement procurement plan by coordinating with internal stakeholders to understand their procurement needs and requirements.
- Review, update and apply the standard procurement procedures and policies.
- Source, evaluate, and select suppliers based on quality, cost, reliability, and other factors.
- Negotiate contracts and agreements with suppliers to secure favorable terms and pricing.
- Manage vendor relationships and resolve any issues or disputes that may arise.
- Monitor and analyze procurement trends, market conditions, and supplier performance.
- Ensure compliance with company policies, procedures, and regulatory requirements.
- Identify opportunities for cost savings and process improvements within the procurement function.
- Maintain all the records and documents in a systematic order.
- Performing other related duties as required

Qualifications/Requirements:

- University Degree in any discipline. (Professional diploma/ certificate in Business Management or any other related fields.)
- Minimum 3 years' of experience in procurement role, preferable in international organizations.
- Strong negotiation skills and the ability to build and maintain effective relationships with suppliers.
- Strong organizational skills with the ability to manage multiple tasks, prioritize, and meet deadlines.
- Solid understanding of procurement best practices and industry trends.
- Excellent analytical and problem-solving abilities.



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- Excellent written and verbal communication skill both in English and Myanmar languages are essential.
- Proficient in Google services and Microsoft office suite (Word, Excel, PowerPoint) and other relevant software and tools.
- Demonstrated ability to work independently with minimal supervision.

Interested candidates are invited to submit their updated CV, including application letter and contact detail of two references, to:

Human Resource Office, DKT International Inc. (Myanmar Branch)

No. 10 (B-1), Thukhawaddy Street, Ward 6, Yankin Township, Yangon.

Email: hro@dktmyanmar.org

We are on the outlook not just for talent, but also for friends and partners for the long term.

Only shortlisted candidate will be invited for interview.