



Admin and Logistics Assistant

Date: 9th May 2024

We are currently recruiting Admin and Logistics Assistant, directly reporting to Admin and Logistics Officer.

This is a Lashio based position in Northern Shan State, under funded from BHA.

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

About Relief International

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

Job Profile

To assist Admin and Logistic Officer for smoothly Admin and Logistic and related tasks under supervision of direct supervisor.

To assist Admin and Logistic Officer, related to monthly logistics report, and cash projection to the respective line management staffs.

To assist Admin and Logistic Officer for arranging training, workshop and related events and preparing documents, take quotation from suppliers, supplier information if needs and purchasing.

Accountable for communication with program staffs and support to program team regarding admin and logistic support under supervision of direct supervisor.

With technical support from Head of Admin and Logistic and Admin and Logistic Officer, provide technical support to CBOs, CSOs and sub-grant partner organization.

Your responsibilities will be:

Logistics and Procurement

- To assist Admin and Logistic Officer to ensure seamless and prompt logistics systems from initial requests to purchase, prioritizing needs of community and program team.
- To assist Admin and Logistic Officer to ensure all procurement processes are in compliance with RI policy and procedure.
- To assist Admin and Logistic Officer to ensure all logistics and procurement documentations are comply with Audit recommendations.
- With under supervision of direct supervisor, be fiscally responsible to the community develop cost-analysis based on RI and donor policies.

- Seek ways to improve the planning and organization of logistics processes – create and conduct quarterly assessment of logistic system.
- Periodically review procurement processes and documentation with the guidance of direct supervisor.
- To assist Admin and Logistic Officer to review and update any local logistic procedures to improve efficiency.
- Be proactive to promptly advise direct supervisor on logistics issues.
- Organize and arrange the logistics and procurement processes are functioning well.

Communication and Reporting

- Maintain efficient communication and relation with potential suppliers.
- Conduct quarterly inventory, and monthly in-kind donation report to direct supervisor.
- With the guidance of direct supervisor, produce monthly logistics and procurement report together with challenges and risk measures.

Vehicle Safety

- Ensure the safety of vehicle through effective management of maintenance system in coordination and collaboration with direct supervisor.
- Monitor the vehicle checklist to ensure all safety equipments are placing in right place.
- Assist to Admin and Logistic Officer to be able to review vehicle usage, checking documents for fuel consumption and driver overtime.
- Work with security team to ensure that routine and emergency security measures relating to logistics are implemented.

Coordination

- Work with Program development team to develop costs for new projects or program budgets.
- Work closely with direct supervisor on day-to-day logistic issues and activities to identify needs, priorities, and costs and to ensure programs are appropriately supported by logistics.
- Perform and participate UNs/INGOs logistics coordination meeting and any relevant meetings together with Admin and Logistic Officer or on behalf of Admin and Logistic Officer.
- Work with Finance to ensure the logistics related documentation are properly recorded in Finance Database through with financial records.

Others

- Maintain strict confidentiality in all Relief International procedures/ information.
- Any other task as requested.

About You

You will bring the following experience and skills.

- Substantial proven experience working in operations field, especially in Logistics and Supply Change
- INGO working experiences is preferable
- Must have a Bachelor Degree
- Good Communications and Interpersonal Skills
- Excellent Computer skills and basic English skills is needed

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

How to apply : To apply for this post, click on the "[link](#)" button in the job advert page and send to hrrmm@ri.org, quoting "**Admin and Logistics Assistant-Lashio**" in the subject line. **Closing date: 23rd May 2024**

- You will be asked to upload a CV and Cover Letter.
- The cover letter should be at least one page, three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.