



Vacancy Announcement

Job title : Logistics and Administration Assistant
Job location : Yangon
Report to : Logistics and Administration Officer, ICAP at Columbia University in Myanmar
Start date : May 2024

Project description:

ICAP at Columbia University, a global health leader situated within the Columbia University Mailman School of Public Health in New York City, initiated ICAP technical assistant program to support HIV response in achieving HIV epidemic control in Myanmar since 2014.

Overall Job Functions:

Under the direct supervision of Logistics and Admin Officer and in close collaboration with Finance/Admin team and Program and Technical team in country, the incumbent is responsible for assisting the implementation of day-to-day administrative, procurement and logistics related activities supporting in achieving programmatic goals of ICAP in Myanmar in accordance with ICAP and Donor policies and procedures.

Main Duties and Responsibilities

Administration

- Receive and dispatch letters and documents. All incoming official letters/documents should be stamped and date noted and distributed accordingly.
- Maintain filing system including e-filing and fax.
- Receive all incoming phone calls, provide information, take message, and communicate accordingly.
- Assist general administrative correspondence, photocopying and scanning of official documents for records.
- Assist to Logistics and Admin Officer in the arrangement of staffs' travel (Air ticket/rental car/hotel reservations) and prepare necessary documents as per ICAP SOP.
- Assist and support the project activities including arrangement of workshops, meetings and trainings closely work with Program/ Project Assistant.
- Ensure to smooth facilities of office appliances and maintain office premise.

ICAP at Columbia University
Room 1003, Shwe Than
LwinCondominium
Aye Yeik Thar (1st) street, New
University Avenue Road,
Bahan Township, Yangon, Myanmar
Phone: +95 (0) 9 2539 76279

Procurement

- Prepare and assist logistics/Admin officer in preparation of all necessary documentation related to procurement of goods and services in accordance with ICAP SOP i.e, Purchase Requisition (PR), Request for Quotation (RFQ), conduct Quotation Analysis (QA), and Purchase Order (PO).
- Keep Good Receipt Note (GRN) and update Fixed Assets Register (FAR) in timely manner.
- Maintain and update the list of qualified vendor records in line with procurement process.
- Assist in monitoring technical supplies and equipment work closely with program team.
- Purchase all necessary office supplies (Kitchen supply, Hygiene material, etc.) for office.
- Ensure cleaning facilities at office by liaising with contracted cleaning agent.

Logistics and IT

- Monitor records of daily vehicle movements, check vehicle logbook and ensure proper maintenance and fuel consumption.
- Collect and maintain relevant documents in concerning ICAP logistics procedure with the guidance of Department Head.
- Ensure management and maintenance of stationery stock and distribution to staff, ensuring replenishment of items as necessary.
- Support on IT-related matters if necessary.

Others

- Perform the tasks as requested by the immediate supervisor.

Education:

- University Degree

Experience/Qualifications Required:

- Minimum 2+ year of relevant administrative, procurement & logistic experience in Myanmar
- Computer proficiency in Microsoft processing
- Demonstrate effective communication skill.
- Excellent personal organizational skill, including time management, and working under multidisciplinary nature.

Preferred Qualifications

- Experience working with health related NGO in Myanmar
- Good English communication skills, both written and verbal
- Understanding or certification on supply management



Application:

Please send your application letter, an updated CV and a passport-sized photo, copies of education qualifications and three references to below link or scan QR:

<https://secure.dc4.pageuppeople.com/apply/996/gateway/Default.aspx?c=apply&sJobIDs=498157&SourceTypeID=796&sLanguage=en-us>

ICAP at Columbia University

**Room 1003, Shwe Than Lwin Condo,
Aye Yeik Thar 1st Street, New University Avenue,
Bahan, Yangon, Myanmar**



Not later than 24 April 2024, 17:00 hr.

Please note that interviews will be conducted as soon as a suitable pool of candidates is found.

Please clearly mention job title in subject and applications are requested to send in Microsoft Word or PDF format.

Disclaimer: ICAP at Columbia University is an equal opportunity and affirmative action employer.

It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, and sexual orientation, or any other legally protected status.

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