



## VACANCY ANNOUNCEMENT

AYO is seeking competent individuals to assume the role of Logistic Officer. The selected candidate will be responsible for delivering professional and timely logistical support throughout the entire project cycle management process. This includes overseeing procurement and supply chain activities, coordinating the transportation and delivery of goods, maintaining accurate inventory records, and ensuring compliance with organizational and donor regulations. The Logistic Officer will also play a key role in supporting partners and stakeholders by organizing logistics for meetings and field operations, as well as providing technical support to field teams. This role ensures the efficient and effective implementation of the logistical aspects of humanitarian and development interventions. The Logistic Officer will be accountable for logistics-related activities, key deliverables, and communication with stakeholders, partners, and fellow humanitarian/development actors. This position reports to the Admin & Logistics Manager and serves as an integral member of the Head Office.

AYO invites qualified applicants to apply for the following position.

### **Logistic Officer** **(Ref: AYO/VA/2025/005)**

Program Name : Emergency Response Program (Multisectoral)  
Duty Station : Mandalay and Sagaing Region  
Reports to : Admin & Logistics Manager  
Contract Period : 6 months  
Starting Date : As soon as possible  
Number of Opening : 2 Positions  
Education Level : Bachelor's degree in a relevant field or equivalent practical experience.

#### **Qualifications:**

- A bachelor's degree or equivalent certificate from a university or recognized institute.
- Experience in logistics and procurement work for at least 3 years.
- Excellent knowledge of Advanced MS Excel, MS Word, and relevant software.
- Strong commitment to work in a team environment.
- Good interpersonal and communication skills.
- Flexibility and strong commitment to meet program objectives

#### **Responsibilities:**

- Follow AYO guidelines and procedures and purchase the approved items in a timely, efficient, and economical manner.
- Prepare and develop procurement plans in collaboration with the project team.
- Write office documents and reports as required or requested.
- Maintain complete and accurate records and reports of expenses.

- Generate logistics resources reports and procurement reports monthly or as needed and submit them to the Admin & Logistic team and Finance Team.
- Arrange travel documents and accommodation for the staff as required.
- Repair and maintain all systems: telephone, fax, e-mail, electricity, vehicles, office appliances, organization assets and water supply.
- Regularly maintain and check all materials in warehouse.
- Record store release and all delivery notes.
- Perform other duties as assigned Supporting team and Program Team.

Note: The applicant shall abide by the AYO's Code of Conduct, Safeguarding and be responsible for ensuring that the workplace is free from Sexual Exploitation and Abuse (SEA).

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Applicants should submit their Application Letter, current CV with complete contact details, photocopies of certificates, 2 professional referees, and indicate "position applied" to:

[hr-ygn@aryoneoo-ngo.org](mailto:hr-ygn@aryoneoo-ngo.org) , and [admin-ygn@aryoneoo-ngo.org](mailto:admin-ygn@aryoneoo-ngo.org).

**DEADLINE for APPLICATIONS: 11<sup>th</sup> July 2025**

(We encourage early submission of applications as candidates can be hired before the deadline)

Only short-listed candidates will be invited for an interview. We are not obliged to return received applications.