



စိမ်းလန်းဘဝလူမှုဖွံ့ဖြိုးမှုအဖွဲ့

Green Life Alliance for Development (GLAD)

အမှတ်(၁၅၂)။ နံ့သာကုန်းလမ်း၊ နံ့သာကုန်းရပ်ကွက်၊ အင်းစိန်မြို့နယ်၊ ရန်ကုန်တိုင်း။

Vacancy announcement

Position summary

Position title; : Procurment & Logistic Assistant

Reporting : Procurment & Logistic Officer

Vacancy No : No.16/2025_GLAD

Duty Station : Mandalay

Number of positions : 1 Post

Duration : 8 Months

Application Deadline : May 28, 2025

GLAD is a national NGO in Yangon. GLAD was established in 2016 as a volunteer organization working on environmental conservation and sustainable community development. It started with empowerment programs in communities to create awareness on natural resource management, environmental conservation and sustainable development. Funds were raised through donations. GLAD has worked on community development program and recovery operations with regard to the environment. When needed, in collaboration with stakeholders and its partners, emergency response was given to an affected community and support of IDPs also arranged across the country.

Role & Responsibilities

The Admin & Logistics Assistant will support the effective and efficient implementation of project activities, specifically focusing on the administrative and logistical aspects of cash assistance distribution, livelihood trainings, and hygiene kit distribution. The role is key to ensuring timely delivery of support to beneficiaries while maintaining compliance with organizational and donor guidelines.

Project Implementation

- ✚ Maintain organized and up-to-date records of beneficiaries, attendance sheets, and distribution lists.
- ✚ Assist in preparing and submitting financial and administrative documentation (e.g., receipts, procurement requests, payment vouchers).
- ✚ Provide support in scheduling and coordinating meetings, trainings, and field visits.



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- + Support in the preparation and filing of reports and documentation related to program activities.
- + Assist in the procurement process for goods and services in accordance with organizational policies.
- + Coordinate transportation and delivery of hygiene kits and other materials to distribution sites.
- + Ensure proper storage, handling, and tracking of inventory and supplies.
- + Liaise with vendors, service providers, and local authorities as needed.
- + Coordinate logistics for training sessions including venues, materials, refreshments, and participant support.
- + Monitor attendance and assist trainers/facilitators with administrative needs.
- + Ensure timely disbursement of training-related materials or stipends to participants.
- + Help with planning and organizing kit distribution events in target communities.
- + Work with the team to ensure correct quantities are packed and delivered to the right beneficiaries.

Qualitification & Requirements;

- ✓ Minimum of a diploma in Business Administration, Logistics, Social Sciences, or a related field.
- ✓ At least 1–2 years of experience in administration and/or logistics, preferably in an NGO or humanitarian context.
- ✓ Familiarity with distribution and training coordination in community settings.
- ✓ Good knowledge of Microsoft Office (Excel, Word, PowerPoint).
- ✓ Strong organizational skills and attention to detail.
- ✓ Strong interpersonal skill and experience.
- ✓ Strong interpersonal and communication skills.
- ✓ Flexibility and the ability to work under pressure.
- ✓ Ability to work effectively as part of a team.
- ✓ High level of integrity and commitment to humanitarian principles.

Please submit your motivated application form, updated curriculum vitae, and detailed contact information of three referees to khawnra@glad-mm.org no later than 5:00 PM on May 28, 2025. Clearly mention the “Vacancy No., Position Name, and Duty Station” in the subject line of the email.

Any application that does not include all the required information will be considered invalid.

“Only those candidates who are shortlisted will be contacted”