

Vacancy Announcement

Manager Procurement, Logistics, Admin

Position Title:	Manager Procurement, Logistics, and Admin
Position Type:	Full time
Probation Period:	3 months
Number of Positions:	One
Location:	Yangon, with occasional travel to other parts of Myanmar
Eligible Applicants:	Myanmar nationals
Application Deadline:	08 July 2024

Background

The Vocational Skills Development Program (VSDP) is implemented in Myanmar by Swisscontact | Swiss Foundation for Technical Cooperation. The Program's overall goal is to contribute to better livelihood opportunities and increase the resilience of women and men in Myanmar. The VSDP targets three sectors: traditional textiles, agriculture, and infrastructure maintenance.

Swisscontact is currently looking for a **Manager Procurement, Logistics, and Admin** to be based in Yangon.

Overall responsibility

Under the supervision of the Head of Business Administration, the Manager Procurement, Logistics, Admin:

- Manages the project's procurement according to the Country Manual, Swisscontact, and the Donor's requirements and the laws of Myanmar.
- Is responsible for the whole HR process, from recruitment to contract end. H/She ensures that the process is followed by the Senior Project Officer Admin and Human Resources.
- Ensures the general functioning of the Yangon office and give support to the field offices.
- Leads the team and coaches them in order for them to grow in their functions.
- Follows Swisscontact's rules and procedures such as the CoC and Project Manual.

Tasks

The Manager Procurement, Logistics, and Admin performs the following tasks:

A) Managerial tasks

- Manages the project's procurement according to the Country Manual, Swisscontact and the Donor's requirements, and the Law of Myanmar.
- Ensures the Smooth ongoing of the Project Administration.
- Leads a team of 4 staff and ensures fruitful cooperation with the whole VSDP team.
- Follows Swisscontact's rules and procedures such as the CoC and Country Manual.

B) Procurement

- Reviews and ensures that the daily procurement operations are performed in line with the Country Manual, Swisscontact, and the Donor's requirements and the laws of Myanmar. Inform the Head of Business Administration immediately in case of non-compliance.
- Supports the implementation teams in their procurement. Especially ensures that quotations are required centrally with the same specification, and the bid analysis is done to support the decision of the evaluation committee.
- Files (electronically and physically) all procurement documentation in an organized way so that the documentation can be reviewed at any time.
- Plans the annual inventory count and review the inventory file after the count. Ensure disposals of inventory are done as per internal rules.
- Reviews all procurement documentation for compliance prior to the start of the audit. Supports the auditors in relation to procurement.
- Provides support to sub-contractors' procurement team to help them improve their performance to Swisscontact's requirements. Participate in the initial assessment of the subcontractors and follow up with the findings.
- Maintains a good relationship with the implementation teams. Provides support and information to the implementation teams to ensure an efficient, but compliant, implementation of activities.

C) Logistics

- Supports the Project Officer Procurement and Logistics in ensuring all administrative logistics (booking of hotels, cars, flights) are done timely.
- Reviews that logbooks are filled in and signed correctly.
- Makes controls to ensure the safety of transportation, especially car transportation. Ensure cars are maintained regularly and that rental cars are compliant (driving license, insurance, etc.) for renting a car are received as requested.

D) Administration

- Ensures the administration of the office is done efficiently.
- Ensures the offices are compliant in terms of security.
- Ensures the administration is supporting the implementation of the program.

E) HR

- Supports the Senior Officer Administration and HR in her functions.
- Reviews and check for accuracy the work of the Senior Officer Administration and HR.

Required qualifications, experience, and competencies

Qualifications

- Master degree in Commerce/Finance or other master's degree with ACCA, LCCI, CPA or a related subject.

Professional experience

- At least 7 years of professional experience in a comparable position;
- At least 5 years of manager's experience;
- Professional working experience with international non-profit organisation preferable.

Other knowledge, additional competencies

- Highest ethical standards;
- Excellent English and Myanmar, oral and written;
- Strong understanding of Myanmar Laws (especially Labour and Tax related laws) preferable
- Ability to solve problems and make decisions;
- Excellent ability to use Microsoft Office package (Word, Excel, and PPT);
- Experience in working with accounting software;
- Excellent personal organization skills, including time management and ability to meet deadlines and work under pressure.

Other characteristics

- Ability to work and interact with people;
- Responsible and flexible, with a positive work attitude;
- Willingness to travel to other parts of Myanmar when required.

Submission

Interested candidates are invited to submit CVs with a motivation letter/cover letter in English including **three (3) referees** to recruitment-myanmar@swisscontact.org not later than **5:30 PM (Yangon time) on Monday 08 July**. The email **subject line must mention: Manager Procurement, Logistics, and Admin**. The CV and/or the cover letter must include the **expected monthly gross salary** expressed in Myanmar Kyats (MMK). If preferred, hard copies can be submitted to the following address:

Swisscontact

Swiss Foundation for Technical Cooperation
HR Department
Country Office Myanmar
437(B), Pyay Road, Kamaryut Township, 11041 Yangon, Myanmar

Please note that:

- Swisscontact respects gender equality and female candidates are strongly encouraged to apply.
- Applications received after the closing date and time will not be considered.
- Only shortlisted candidates will be contacted for interview.