



JOB VACANCY

SOLIDARITES INTERNATIONAL launches the **internal** and **external recruitment** of a

BASE	Yangon
POSITION	Logistics Coordinator

PRESENTATION OF THE ORGANIZATION

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse - all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights - that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to find all forms of discrimination. SI will never ask for any remuneration to take part in a recruitment process.

ABOUT MYANMAR MISSION

Solidarités International (SI) is operating in Myanmar since May 2008. SI's current programs in Myanmar include:

- Provision of life-saving and humanitarian assistance to families affected by violence in Rakhine State. This program is currently implemented in IDP camps, host and surroundings communities in Sittwe, and Pauktaw Townships.
- Emergency response to conflict-affected populations in Kachin State through an improved access to water, sanitation and hygiene as well as food security and livelihood activities.

Position: Logistics Coordinator

Desired Start date: July 2025
 Contract duration: 1 year with possibilities of extension
 Probation Period: 3 months
 Location: Yangon

MISSION / OBJECTIVES

The logistics coordinator is responsible logistics activities of the mission to ensure the smooth running of SI programs in the country. S/he ensures the implementation of SI procedures and logistics tools on the mission and ensure their compliance and their proper use. S/he helps define the mission strategy, drafting and design projects necessary means and activities SI. S/he supports the head of mission in the operational safety. S/he is the referent on the mission and the link between headquarters and the mission for any issue related to logistics.

DESCRIPTION OF THE POSITION

Under the direction and supervision of the Country Director, the main tasks to be implemented are:

Fleet (Vehicles and Thermal equipment) management

- Size the fleet and thermal park-based activities and ensure its homogeneity
- Ensure the pooling of vehicles at bases
- Oversee the planning and execution of maintenance and repair of the fleet
- Define the composition of batches of board and verify their implementation
- Define rules regarding travel of vehicles and persons according to SI procedures
- Analyze the monthly consumption related to the fleet
- Establish a procurement strategy for fuel, spare parts and consumables
- Supervise the administrative documents related to thermal equipment (logbook, contracts, insurance ...)

Technical Equipment Management

- Develop a strategy for renewing equipment
- Size the equipment fleet based on activities and ensured the homogeneity of the fleet and respect SI standards
- Ensure that the pooling of resources in the mission.

Management of communications systems and telecommunications

- Size the communication network based on the needs of the mission, the financial opportunities and constraints related to the mission.
- Be the guarantor of compliance with current legislation regarding radio communications equipment
- Ensure the functioning and proper use of communications equipment and compliance with SI communication procedures and protocols.

Management and monitoring of IT assets

- Size the computer park of the mission
- Ensure the establishment of a backup, data protection and update the antivirus.
- Ensure the maintenance and proper use of computer equipment

Purchasing Management

- Conduct environmental analysis of national procurement and compile environmental analysis done by purchaser
- Oversee the updating of price and providers lists.
- Validate the procurement tables
- With members of the coordination, ensuring that the purchase planning is integrated into the planning of activities.
- Check consistency of purchase planning with the Supply manager.
- Ensure compliance of logistics budget lines and their consumption.
- Validate the tenders and contracts that require validation of coordination
- Validate the purchases of durable equipment according to SI standards and sizing the mission

Inventory and stock Management

- Size the emergency stock and contingency for the mission and bases
- Analyze monthly inventory
- Ensure proper management of the mission warehouses.
- Ensure compliance with storage procedures and use of SI formats
- Ensure that physical inventories are conducted monthly and reconciled with theoretical inventory
- Consolidate and ensure the value of donations for all programs
- Submit a reallocation of equipment and material remaining at the end of the program

Management of shipments and deliveries

- Ensure compliance with local customs procedures.
- Capitalize the information on distances, prices, modes and transport companies
- Work to optimize delivery times

Support the Country Director, the field coordinators and base managers on the following tasks:

Context analysis / information collection

- Monitoring and analysis of political and military strategies of armed groups and militias in presence
- Define security strategy appropriate to identify risks
- Conduct security assessments in new areas of intervention and propose specific security measures in the opening areas
- Assist teams in opening and securing new bases or closing existing bases
- Conduct assessments of roads and airports used by the teams and the selection of airlines
- Improve the collection and capitalization of information. Develop a network of contacts
- Participate in interagency meetings of coordination related to security.

Implementation and monitoring of safety procedures

- Update Security Pack: Fact Sheet, security plan (mission and bases), evacuation plan and hibernation, risk analysis documents and security phase's documents.
- Train teams on safety and security
- Develop jointly with the HOM / Safety Coordinator the contents of security briefings for expatriates arriving on the mission.
- Ensure the securitization of SI buildings
- Ensure the organization of an old safe as specified in the security guide

Crisis management

- Manage phases of containment, isolation of the bases or transfer teams in secure areas.
- Ensure jointly with the HOM the management of security incidents.
- Oversee the preparation of incident reports before submission to the HOM and HQ.

Management and supervision of human resources

- Size the logistics team of the mission.
- Ensure logisticians briefing when they arrive and support throughout their mission in the fulfillment of their goals
- Provide logistics training guidelines
- Evaluate personnel under his direct supervision and participate in the EAP staff logistics of the mission
- Conduct regular formal meetings with members of his team
- Train logisticians to tasks related to logistics and supply
- Manage the internal conflicts in his service

Strategy / Reporting / capitalization / budget follow up

- Participate in defining the mission programming on the logistical
- Ensure consistency of programming with the IS strategy
- To consolidate, process and analyze monthly reports logistic bases and provide the logistics reporting to headquarters at the intervals defined
- Actively participate in the drafting of Proposals and reports and schedules for donors
- Oversee the archiving of the mission on logistics
- Check and make up buying records at the headquarters of closed programs at the intervals established
- Participate in internal coordination meetings
- Participate in coordination meetings (logistics cluster ...) related to logistics, represent SI on request and / or Delegation

ORG CHART POSITION (reporting and functional relationships)

Line manager: Country Director

Line report(s) on: Deputy Logistics Coordinator

Functional manager:

Functional report(s): Base Logistics Managers

PROFILE FORSAKEN

Studies:

- Master's degree in Logistics, Supply Chain Management or related field

Experience:

- At least 5 years of logistics operation, fleet management, inventory and stock management, warehousing and delivery management experience in INGOs
- 3 to 4 years of working experiences with similar position or related fields

Technical Skills:

- Outstanding management, reporting and communications skills are required
- Strong interpersonal skills and capacity to build strong relationships with various types of stakeholders
- Familiarity with SOP implementation and practices
- Proficiency in supply chain management software

Transversal Skills:

- Good problem solving and negotiation skill
- Good communication, leadership and supervision skill
- Stress management skills: ability to work under pressure to meet tight deadlines, with peaks of heavy workloads
- Previous experiences with Solidarités International on support positions are strongly appreciated

Language:

- Full professional proficiency in English and Myanmar

IT:

- Full professional proficiency of Advance Excel, Word, PowerPoint, Outlook and Teams

SI WILL OFFER YOU

Salary: 1520 USD

Social benefits: SI Medical coverage, 12 days of Annual leaves, 5 days of Seniority leaves, Public Holidays per year, yearly ended bonus.

Thank to send your application with a resume, cover letter, copy of diplomas, and work certificate, to SOLIDARITES INTERNATIONAL office at No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar.
or by email to mya.recruitment@solidarites-myanmar.org

Deadline for submitting applications: 15th May 2025 (Not later than 5:00 PM)

Important to be considered, the position you want to apply for has to be specified on the envelope or as the subject of your e-mail.

Solidarites International reserves the right to select a candidate and finalize the recruitment before the final date.

Only short-listed candidates will be notified.

**Solidarites International has a zero-tolerance policy on any kind of abuse, exploitation and fraud.
Solidarites International expects full commitment of its employees with SI Charter, Code of Conduct
including PSEA policy.**