

Vacancy Announcement

Logistics Officer (m/f/d)

Following the recent major earthquake affecting multiple regions in Myanmar—including Nay Pyi Taw, Sagaing, Mandalay, and Southern Shan, our organization initiated a multi-sectoral emergency response to address the urgent needs of displaced and affected populations. To ensure efficient implementation, coordination, and oversight of this response, the organization is recruiting a **Logistics Officer** Provide a timely and efficient logistics support to Emergency activities.

Purpose of the Position:

To Provide a timely and efficient logistics support to Emergency activities in a compliant manner according to Organization and donor policies, including supporting procurement, stock management, transport management and facilities management.

Position Details:

Number of Positions	: 1 post
Department	: Program
Duty Station	: Mandalay, Myanmar (Frequent travel to EQ affected areas)
Contract Duration	: 1 Year (with possibility of extension based on funding and needs)
Reports to	: Emergency Respond Coordinator
Supervision	: N/A
Closing Date	: 7 th May 2025

The Logistics Officer will be responsible for the following tasks under the supervision of the Emergency Respond Coordinator.

1. Key Responsibilities:

- Responsible in procurement process and in ensuring for the correct and timely issuance of PRFs, RFQs, CBAs, and PO or contract in coordination and collaboration with ER program, CO logistics and Finance.
- Ensure the efficient, accurate and correct handling of inventory control, shipping/ delivery / transport documents and any document needed for comprehensive filing according to Organization guidelines.
- Ensure proper operation, functionality and maintenance of all Organization facilities with particular attention given to safety and security aspects for staff, materials, equipment and vehicles.

- Liaise with the Country Office logistics, finance, administration and relevant authorities, transport companies and project associates in the planning and execution of the shipping and delivery of project equipment / materials and in facilities management.
- Regularly analyze and provide the forecast of the fuel and other running cost materials for regular procurement work plan.
- Forecast expense and integrate the consumption into Finance 6+4 planning to be submitted for ER cash request plan to CO.
- Represent Logistics team to attend the management monthly meeting with other components and support to project activities and process.
- Ensure timely submission & reporting of all Logistic Relevant Reports covering stock, inventory, procurement tracking sheet, procurement plan, fuel consumption report and vehicle monthly report as well monthly office usage report.
- Taking the initial action to flag, report to supervisor or solve the difficulties and problems in logistics in a timely manner.
- Ensure the proper sequence and systematic filing document and ensure completeness, correctness and compliance ready to present and participate in audit activity by either internal or external auditor for Finance and Logistics document verification.
- Adhere and respect Organization guidelines and codes.
- Carry out any additional tasks in accordance with the project proposal as reasonably requested by the Supervisor.

Required Qualifications and Experience:

- University degree in relevant field or equivalent professional qualification.
- At Least 3-Years working experience with logistic function and chores.
- Experience in working on cultural diversity and dynamic working environment is a plus.
- Good writing, communication and reporting skills.
- Computer Skills in MS Word, Excel and PowerPoint.
- Ability to multi-task at work.
- Good team-work spirit with service-minded attitude and good health condition.
- Good working local language.
- Fluency in spoken and Written English.
- Willingness to work in remote rural area with challenging living conditions.
- Must be a citizen of Myanmar.

Safeguarding and Code of Conduct:

The Logistics Officer is expected to uphold organization policies on Safeguarding, Child Protection, Prevention of Sexual Exploitation and Abuse (PSEA), and the Humanitarian Code of Conduct, ensuring a safe and respectful work environment for staff and affected communities.

How to Apply: If you are interested in this position, please submit your comprehensive application (CV, cover letter, copies of educational certificates, and three professional references) to hrrecruitmentss2025@gmail.com with the subject line “**Logistics Officer**, Yangon, Country Office.”