



Job Opportunity – Procurement and Admin Officer

Job title: Procurement and Admin Officer

Job location: Yangon

No of Position: One

Application deadline is 27th April 2025

FCA Myanmar (FCA) is the largest Finnish NGO in development cooperation and humanitarian aid. FCA operates in over ten countries and has over 70 years of experience. In Asia, our program countries are Myanmar, and Nepal. FCA specializes in supporting local communities in two priority areas: right to education (R2E) and right to livelihood (R2L). We work through local and international partnerships. FCA is a founding member of ACT Alliance and a CHS Certified organization.

FCA Myanmar is recruiting for a committed candidate for the position of **Procurement and Admin Officer** for its Myanmar Country Office, based in Yangon, to be a part of our multi-cultural team and to further develop FCA's work in the country. FCA offers an attractive salary including non-salary benefits, which consists of paid medical benefits, various leave benefits, accident insurance, severance, and other allowances.

We are currently inviting motivated and talented individuals to apply for the **Procurement and Admin Officer Position** based in Yangon Country Office in Myanmar.

Please see the following detailed information;

Primary purpose of the position: The Procurement and Admin Officer is responsible for ensuring the procurement of goods and services is conducted in a cost-efficient, timely, and high-quality manner. This role involves evaluating suppliers, products, and services, negotiating favorable contracts, and adhering to organizational and donor policies. Under the supervision of the Procurement and Admin Coordinator, the Procurement Officer plays a key role in managing vendor relationships, maintaining accurate procurement records, and supporting the overall procurement strategy. Additionally, the position holder contributes to the continuous improvement of procurement processes, ensuring that all purchases align with the organization's operational needs and compliance requirements.

Main duties

- Under the supervision of line manager, ensure all logistics and procurement processes comply with organizational and donor procurement policies and procedures.
- Maintain transparency and accountability in all procurement activities.
- Maintain and update procurement tracker and contract tracker for supplies and services.
- Ensure complete documentation of all procurement processes in both hard and soft copies.
- Ensure the Data screening process.
- Develop and maintain relationships with private sector vendors and suppliers.
- Ensure office supplies are always readily available.

- Physical check and update assets and inventories.
- Control maintenance of fixed assets, including asset insurance and custom clearance.
- Maintain and update the list of inventories assigned to all staff.
- Update and register, maintain the office stock register
- Ensure office cleanliness and security.
- Prepare correspondence, communications, and handle reception duties.
- Manage office maintenance and administrative tasks, including housing arrangements for international staff.
- Arrange accommodation and transportation for visitors.
- Ensure office supplies meet the requirements of all staff.
- Assist Procurement and Admin Coordinator in building up partner organizations' capacity on procurement management. Ensure the partner procurement documents to be completed.
- Collect the scanned documents of procurement process from partner organizations
- Assist the finance team to ensure accurate and timely invoicing.
- Arrange office training and workshops as advised by the Finance and Admin Manager (FAM) and Procurement and Admin Coordinator.
- Perform all other relevant duties as assigned by the supervisor.
- Calculate the carbon footprint and report to supervisor.

Special/Other Tasks

- Responsible for procurement processes to ensure that correct procurement procedures have been followed effectively, efficiently according to FCA/ donor guidelines and value for money is considered.

Competence, experience, skills, and knowledge needed

- Bachelor, a degree level or certificate in logistics & supply chain management and business administration
- at least 3 years of experience working in Logistics, and warehouse management in the humanitarian sector, procurement, transport and inventories, Tender process and stock management.
- Excellent in Microsoft Excel, word, and other software
- Experience in INGO field, working from home, conducting online meetings
- Able to network effectively and build relationships with partners, staff and vendors
- Good in writing and speaking English and Myanmar
- Good in team building
- Understanding of logistics processes, including procurement, warehousing, transportation, and inventory management.

Impact:

- Contribution to FCA national and regional initiatives
- External interest groups: FCA partners in Myanmar



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Interaction needed

- Interaction both with sub national staff and, Yangon team.

Responsibilities and independence

- Task-related decisions require independent choices in various procedures. Work is done mainly in line with general instructions and may involve investigative work and group responsibility.

Interested and qualified candidates should apply for this Position through the given link,
https://fca.rekrytointi.com/paikat/?o=A_A&jid=828

Additional information:

- We aim to fill the position as soon as possible.
- Only shortlisted candidates will be contacted for an interview.
- For those who failed to mention or incorrectly mention the apply position title, sector name, and location in their applications, we will consider those as disqualified and we will not consider shortlisting.
- FCA practices zero tolerance against child abuse. FCA's Child Safeguarding Policy applies to all FCA staff.
- FCA has zero tolerance concerning aid diversion and illegal actions and may screen applicants against international lists to ensure due diligence and compliance with Anti-money Laundering and Combating the Financing of Terrorism requirements.
- FCA encourages applications from qualified people living with disabilities, women and members of ethnic or other social minorities.