



## JOB VACANCY

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

BASE	Central Myanmar
POSITION	Logistic Supervisor (Earthquake Response)

### 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 fight 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 improved access to water, sanitation and hygiene as well as food security and livelihood activities.

**Position:** Logistic Supervisor

Desired Start date: 01 June 2025  
 Contract duration: 6 months  
 Probation Period: 3 months  
 Location: Central Myanmar

### **MISSION / OBJECTIVES**

The Logistics Supervisor carries out logistics activities for the programs and structure for his/her assigned base. He/she is one of the guarantors for implementing and respecting Solidarités International supply chain procedures. He/she is responsible for filing and archiving logistics documents linked to supply chain. The logistics officer carries out the durable equipment for his/her assigned base.

### **DESCRIPTION OF THE POSITION**

Under the direction and supervision of the Deputy Logistics Manager, the main tasks to be implemented are:

**Knowledge and monitoring of the market**

- Take part in the analysis of the local purchasing environment
- Update price lists and supplier files

**Implementation of purchasing process**

- Edit Logistics IOF of the assigned base
- Edit BID Analyses of the assigned base
- Draft service and work contracts of his assigned base
- Supervise purchases while respecting the rules and approval procedures established by donors and Solidarités International
- Update in real time IOFs, Bas and Contract FU electronically

**Warehouse and stock management**

- Monitor the storage facilities and infrastructure both from inside and outside: locate damages and propose the necessary repairs
- Monitor incoming and outgoing equipment
- Update in real time the donation FU electronically

**Durable Equipment/Telecommunications Management**

- Update Park Statement in real time and distribute equipment following the line manager recommendations and Solidarités International procedures
- Train teams in the use of these equipment
- Performs each 3 month a physical inventory of the equipment of his assigned base
- Ensure the link with the internet provider
- Distribute phone credits monthly to the office team

**Reporting/Capitalization**

- Update the compilation of price lists and supplier's follow-up
- Send monthly IOF Follow up and contract Follow-up to the line manager
- Send monthly the Park Statement updated to the line manager
- Send monthly the Donation FU to the line manager

**ORG CHART POSITION (reporting and functional relationships)**

Line manager: Deputy Logistics Manager

Line report(s): Watchman

Functional manager: Deputy Logistic coordinator

**PROFILE FORSAKEN****Studies:**

- Bachelor's degree and professional diploma in a relevant field

**Experience:**

- 3 to 4 years of similar position
- 3 years of working experience in the Humanitarian sector

**Language :**

- Full professional proficiency in English and Myanmar

**IT:**

- Good command of Microsoft Excel, Word, PowerPoint, Outlook and Teams

**Technical skills:**

- To know INGO procurement procedures and to master LINK software, asset management, fleet management, communication, premises management
- To know INGO finance and HR procedures
- To have knowledge in IT is also compulsory

**Transferable skills:**

- Hardworking, able to be multitasking
- Good English speaking and writing
- Ability to train and teach others

**SI WILL OFFER YOU**

**Salary:** 690 USD

**Social benefits:** SI Medical coverage, 12 days of Annual 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 [ygn.recruitment@solidarites-myanmar.org](mailto:ygn.recruitment@solidarites-myanmar.org)

**Deadline for submitting applications: 16<sup>th</sup> May 2025 (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.**