



စိမ်းလန်းဘဝလူမှုဖွံ့ဖြိုးမှုအဖွဲ့

Green Life Alliance for Development (GLAD)

အမှတ်(၁၅၂)။ နံ့သာကုန်းလမ်း၊ နံ့သာကုန်းရပ်ကွက်၊ အင်းစိန်မြို့နယ်၊ ရန်ကုန်တိုင်း။

## Vacancy announcement

### Position summary

Position title; : Procurement & Logistic Officer

Reporting : Procurement & Logistic Manager

Vacancy No : No.09/2025\_GLAD

Duty Station : Mandalay

Number of positions : 1

Duration : Project Based Contract

Application Deadline : May 14, 2025

GLAD is a national NGO in Yangon. GLAD was established in 2016 as a volunteer organization working on environmental conservation and sustainable community development. It started with empowerment programs in communities to create awareness on natural resource management, environmental conservation and sustainable development. Funds were raised through donations. GLAD has worked on community development program and recovery operations with regard to the environment. When needed, in collaboration with stakeholders and its partners, emergency response was given to an affected community and support of IDPs also arranged across the country.

### Role & Responsibilities

The procurement & logistics officer is expected to contribute his/her expertise in emergency responses, managing the procurement, warehousing, transportation, compliance & documentation and administrative process in collaboration with the others team members under the supervision of the procurement & logistics manager and senior admin & logistics officer.

### Procurement

- To manage procurement of items based on authorized purchase request, in line with GLAD procedures.
- To liaise closely with the Yangon Logistics Team, as well as the Project Coordinator and Senior Program Staff, on logistics activities.



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- Implementing purchase processes and ensure follow up of tracking and sharing information.
- Managing suppliers, payments, Stock inventory, Managing freight and transport.
- Ensure procurement plans are in place and followed by relevant persons and budget holder.
- To keep records of and maintain contacts with suppliers and local repair/maintenance shops, and to conduct price comparisons among them, in order to get the best deals.

### **Manage the offices, bases, and security**

- Assess the security situation and inform to the Procurement & Logistics Manager.
- Update the security rules and instructions and give them to the Procurement & Logistics Manager for approval.
- Explain and train the staffs on security & safety rules.
- In case of evacuation: organize the evacuation of all staff in collaboration with Procurement & Logistics Manager.
- Ensure the good running and maintenance of the GLAD staff house, warehouse and offices.
- Supervise the maintenance and follow of all equipment's. (Computers, furniture's, tools...)
- Negotiate and follow contracts for premises renting and material maintenance.

### **Logistic Management (Reporting, Meeting...etc.)**

- Identify and analyses the weaknesses of the department and suggest improvements.
- Participate to the officer meeting and organize monthly logistics meetings.
- Write a monthly report to the Procurement & Logistics Manager.
- Write a monthly report about communication consumption. (phone bill, electricity bills, etc.)
- Write reports on the fuel consumption and cost for each vehicle and generators.
- Write reports on any other specific issues: security issues, accidents, etc.
- Collect the data from each base, compile them, analyses them, and send them to the Procurement & Logistics Manager.

### **Fleet, Transport, Asset & Stock**

- Responsible for good implementation of GLAD logistics producers.
- Ensure the fleet and equipment are in good condition. (vehicle fleet follow-up, assets inventory, stock report on monthly basis)
- Ensure the fleet is kept in good condition. (regular maintenance and repair of vehicles)
- Identify the needs for the logistics department. (human resources, staff training, equipment, transportation...)
- Update and control the implementation of GLAD rules and procedures. (in collaboration with the Procurement & Logistics Manager)
- Identify and train the logistics team on GLAD procedures and processes on Fleet and Transport.
- Supervise the allocation and the use of the equipment.



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- Organize and develop a complete network of suppliers and ensure that purchases are made according to the procedures in the best interest of GLAD.

#### **Qualitification & Requirements;**

- ✓ A Bachelor's degree in Logistics and Supply Chain Management, Business Administration, Social Sciences, Development Studies, International Relations, or a related field.
- ✓ A minimum of 2 to 3 years of relevant experience in the logistics or procurement field, preferably within humanitarian, NGO, or development contexts.
- ✓ Trustworthy, committed, and shows strong initiative.
- ✓ Energetic and enthusiastic with a proactive work ethic.
- ✓ Ability to work independently and manage tasks with minimal supervision.
- ✓ Excellent communication and interpersonal skills with a professional and positive attitude.
- ✓ High level of integrity, responsibility, and commitment.
- ✓ Ability to perform under stressful conditions and tight deadlines.

*Please submit your motivated application form, updated curriculum vitae, and detailed contacts of three referees to the email [khawnra@glad-mm.org](mailto:khawnra@glad-mm.org) not later than May 14, 2025. Clearly mention the "Vacancy No, Position Name & Duty Station" as the subject of the email.*

***"Only those candidates who are shortlisted will be contacted"***