

VACANCY ANNOUNCEMENT (URGENT Hiring)

(VA – 010/2025)

CFSI is a humanitarian organization committed to peace and social development, with a particular interest in the psychosocial dimension. Its mission is to protect and promote human security— specifically the lives, well-being, and dignity of people uprooted by persecution, armed conflict, disaster, and other exceptionally difficult circumstances.

CFSI in Myanmar seeks qualified, experienced applicants with diverse backgrounds to work with CFSI, the duty station is in Naypyidaw.

1. Logistics Assistant

1 post

SUBMISSION OF APPLICATIONS

Interested applicants should send their Expression of Interest (EOI) application to cfsi-myanmar@cfsi.ph with the subject line CFSI Screening Committee - (Position Title). *Example: CFSI Screening Committee-Monitoring and Evaluation Assistant.* The Screening Committee will only contact short-listed candidates. In your submission, include the following documents:

- (1) Letter of interest addressed to the “Screening Committee”**
- (2) Updated curriculum vitae**
- (3) Names and contact details of three professional references**

CFSI highly values diversity, is an equal opportunity employer, and welcomes into the Organization those who are committed to human rights, subscribe to humanitarian principles, and meet the requirements of specific posts. Employment is offered without regard to race, color, religion, gender, age, (dis)ability, sexual orientation, or marital status. Committed to being a learning organization, CFSI invests in the further development of its human resources, including contributions towards higher education.

CFSI is committed to preventing any type of unwanted behavior at work, including sexual exploitation and abuse, lack of integrity, and financial misconduct. CFSI has adopted a zero-tolerance approach to sexual exploitation, abuse, and harassment. Rigorous background and reference checks are undertaken for all short-listed candidates.

Incomplete application will not be considered for selection.

Qualified females are strongly encouraged to apply.

Deadline of Submission: 25 April 2025

COMMUNITY AND FAMILY SERVICES INTERNATIONAL

Position Description

Position	: Logistics Assistant
Reports to	: Logistics Officer and Humanitarian Response Project Coordinator
Duty Station	: CFSI Field Office in Naypyidaw (FON)
Project Classification	: Humanitarian Response Project (HRP)

Duties and Responsibilities:

Under the supervision of the and Logistics Officer and the Humanitarian Response Project Coordinator, the Logistics Assistant (LA) provides support to the HR Project in ensuring that all logistical needs of the team are properly addressed, recorded, and coordinated with all parties. The Logistics Assistant is also the custodian of all project documents. S/he will ensure that all activities of the project are properly tracked and recorded in a timely manner. S/he will also ensure that his/her tasks are carried out with the highest professional standard and in a timely manner. S/he will also ensure that project implementation adheres to all existing policies, procedures, and practices on humanitarian assistance and social development adopted by CFSI and the Partner.

Specifically, s/he will perform the following tasks:

1. Conduct procurement of vendors/suppliers/contractors on the purchase of goods and/or the acquisition of services for HRP.
2. Establish a directory listing of all partner vendors, suppliers, and contractors per type of commodity/services offered, online and market-based.
3. Ensure that procurement procedures follow CFSI policies and partners' guidelines.
4. Arrange distribution and transport of goods and ensure receipt of beneficiaries in a timely manner.
5. Ensure the CFSI Field Office premises care and maintenance, equipment, fixtures and furniture, and project assets, including vehicles, computer hardware, and software.
6. Ensure that office utilities like water, electricity, telephone services, utility vehicles, etc. are always available, and that payments are made in a timely manner.
7. Conduct canvass and prepare requests for the purchase of office supplies.
8. Manage the allocation and storage of office supplies, including monitoring supplies and items provided to HRP staff.
9. Provide logistical support to the FON activities and project staff like photocopying of documents, checking trip tickets, etc.
10. Submit updated monthly inventory of all office properties to the Logistics Officer
11. Perform other pertinent tasks as may be assigned.

Report Obligations/Deliverables:

1. Monthly Accomplishment Report
2. Updated List of Project Documents on file
3. Updated Inventory of Project Goods
4. Updated Directory of project staff and partners

Qualifications, Skills, and Experience Necessary:

01. Bachelor of Science in Business Administration, or another related field
02. At least two years of progressively responsible experience on procurement, warehousing, and related tasks
03. Thorough understanding of non-profit accounting
04. Good verbal and written English proficiency are required, ideally complementing Cebuano.
05. Excellent interpersonal skills
06. Proactive approach to problem-solving and responsibilities
07. Able to work in a high-stress, multi-cultural and multi-task environment
08. Proficient in MS Excel, MS Word, and MS Outlook