



Job Vacancy Announcement

Action Contre La Faim-Myanmar

JVY202508

Supply Officer

Yangon

Starting Date: As soon as possible

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs, all **ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.**

All employees and representatives of Action Contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including the policies on Gender equality, Safeguarding and Protection from Sexual Exploitation and Abuse.

GENERAL ASSIGNMENT:

Ensure all the purchases or the mission ordered to capital. Bring support to Logistician to ensure smooth running of Logistics activities

TASKS & RESPONSIBILITIES

Objective 1 : Manage the orders

- Confirm with the Deputy Log HoD/Sr Log Officer the proper procedure to use and obtain the minimum number of quotations required accordingly
- Receive quotations from supplier
- Check quotations to see if they are genuine and competitive, prepare Assessment table, request for validation and prepare Supplier Purchase Order/Contracts
- Support Supply Officer in tender process (if any)
- Follow up the order/purchase until delivery
- Provide support in the quality of the purchase and the delivery deadlines
- File all documents for each purchase / order in the proper way and archive all logistics documents
- Inform suppliers of the ACF needs (current and future)
- Inform the requesters about the status of the orders
- Support Sr Log Officer/Deputy Log HoD in establishing Framework Agreements/Long term contract for recurring items
- Organize and follow the delivery (air freight, cargos, trucks);
- Update the "contract follow up" on monthly basis
- Plan the stock supplying according to local constraints
- Ensure all procurement files are update
- Guarantee that the kit log 3_7 procurement procedures are respected;

Objective 2 : Manage the supplier

- Prospect on local market and select appropriate suppliers according to the needs
- Update supplier database on quarterly basis (link & supplier profile)
- Ensure professional relationship and negotiations with suppliers for discount on price
- Update the price's catalog/list on quarterly basis



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Objective 3 : Follow the payment for suppliers

- Draw up purchase planning
- Check the invoices, Delivery/Reception notes, quality control documents before forwarding for payment
- Submit payment document to finance team to ensure timely payment made
- Ensure all documentation achieved in side linkmysupply.com

Objective 4 : Participation in team and Ensure logistics supports

- Flexibility in team, in case of absence of a direct team members, take over the activities and wellbeing on delegation skills in team.
- Ensure financial follow up of the work with the supervisors
- Prepare logistics reports on the support programme if necessary : tracking paperwork
- Collect and archive accountancy documents, attendance sheets, delivery notes.
- Assist any other needs by supervisors

Demonstrate personal commitment in promoting Gender Equality/ ACF Gender Minimum Standards and Safeguarding

- Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.
- Promote and ensure to follow safeguarding policy within the humanitarian and/or development work

DEGREE AND SKILLS REQUIRED

- Bachelor degree
- Professional experience in purchasing
- Certification in Supply Chain Management
- Strong mechanical / electrical Knowledge
- Excellent active listening, negotiation and presentation skills
- Good financial Management of cash
- Good level of English and Burmese required; (oral and written)
- Good command of Microsoft Office package (Word, Excel, PowerPoint, Outlook)
- Committed to the Prevention of Sexual Exploitation and Abuse;

HOW TO APPLY

If you feel confident for this position please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked).

To:

ACF Yangon Office: No.99/F (3), U Aung Kain Street, Than Lwin Road, Bahan Township, Yangon.

Via an email: recruitment@mm-actioncontrelafaim.org

CLOSING OF APPLICATION: 17th July 2025, Thursday

- Only complete files will be considered. Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim.
- Applications will be reviewed on a rolling basis.