

Vacancy Announcement

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In over 40 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

To support and strengthen the DRC programme in Myanmar, we are looking for highly motivated and capable candidates to fill the position of

Supply Chain Assistant (1) Post

| | |
|---------------------|---|
| Duty Station | Namkham (Frequently traveling to Lashio) |
| Report to | Support Service Manager |

Overall purpose of the role:

Responsible for administration, warehousing, transportation of goods and people, vehicle fleet management, asset management, all procurement of goods and services & works and general logistics support to the programme.

Responsibilities

Administration

- Support with identification, set-up, and day-to-day running of office
- Oversee all aspects of office maintenance and cleanliness
- Prepare payment requests for all procurements & other expenses for office and staff house i.e. Office Supplies, Rents, Utilities, Communications, other Vendors
- Maintain and update lease agreements and coordinate the renewal of leases for office premises, guesthouse and expatriate housing. Act as the focal point for liaison with landlords.

Warehousing

- Maintain stationery and office consumables stock: distribute items to staff when they request, maintain records of stock movement in and out; prepare monthly OR for the replenishment of items and arrange procurement according to OR procedures.
- Ensure that store check is conducted weekly and monthly.
- Keep updated documentation (bin cards/stock cards and overall reports) for material in the warehouse.
- Prepare monthly warehouse reports and check completeness and accuracy of documentation.
- Ensure safe and proper storage, maintenance and organisation of stock materials.

Procurement

- Correctly apply ERP Dynamic supply chain processes (P2P, Warehouse & Asset).
- Ensuring all the procurement processes are in line with Procurement threshold and Procurement policies.
- Effective and efficient support to programs' needs.
- Develop and maintain relevant supplier database.
- Undertake periodic market surveys (at Lashio and field level if appropriate) to assess quality and prices of items.

- Regular updated procurement tracker and track all orders, purchases and deliveries.
- To ensure register supplier registration form and due diligence check for new vendor request.
- Ensure all relevant paperwork and adequate documentation to support procurement process, for example, SQ, RFQ, ITB and all associated procedures, e.g. Summary of Quotations, Bid Analysis, Recommendation of Bid Committee, etc.
- Participate in evaluation of bids and proposals and make sure the bids evaluation report, technical evaluation, minutes of negotiations and negotiated contract in selection of consultants contain all the facts and information required to justify the recommendations made in the report.

Logistic

- Coordination of programme staff to ensure logistics involvement in the whole programme cycle
- Fixed asset & Program Equipment management and Check that all assets old and new are properly recorded and tagged.
- Assist in inventory updates and proper labelling of office equipment and assets.
- Supervise Guards/Drivers and facilitate regular meetings with them (Monthly).
- Responsible for coordinating use of vehicles in the most efficient manner in coordination with the field teams.
- Support implementation of fleet management system to ensure availability of vehicles to support programme activities
- Compile regular fuel consumption reports and monthly vehicle utilization analysis.
- Ensure internet, LAN & Wireless Network connection are properly working for Namkham office.
- Facilitate & coordinate with Yangon IT support team and provide necessary IT support, including maintenance and follow up.

*Perform any other relevant tasks as requested by Line Manager

Experience and technical competencies

- Relevant university degree in Logistics and/or Supply Chain Management or equivalent professional qualification
- Minimum 1 year of experience in humanitarian logistics, procurement, transport and distribution, warehousing, and stock management
- Good understanding of the procurement rules and regulations of major international donors
- Excellent skill in MS Word, Excel, and PowerPoint
- Basis English

All DRC roles require the post-holder to master DRC's core competencies:

- **Striving for excellence:** Focusing on reaching results while ensuring efficient processes.
- **Collaborating:** Involving relevant parties and encouraging feedback.
- **Taking the lead:** Taking ownership and initiative while aiming for innovation.
- **Communicating:** Listening and speaking effectively and honestly.
- **Demonstrating integrity:** Upholding and promoting the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

Conditions

Contract: DRC will offer the successful applicant a DRC's Regular contract included 3-month probation. Renewable depends on both funding and performance. Salary and conditions will be in accordance with DRC's Terms of Employment. Employment Band I-non management.

Application and CV

Interested? Please send your application to mmr.recruitment@drc.ngo and zar.win1@drc in English, no later than **21st April 2025**.

(Applications will be reviewed on a rolling basis, and shortlisted candidates may be contacted for interview/an offer made before the advertised closing date)