

Who we are?

As a global leader, CARE is shaping the future of the humanitarian and development sector. Each year, we deliver support and services to millions of people in over a hundred countries. We do this by focusing on our mission and living the values that drive our organization. A career at CARE is an opportunity to be part of a movement that brings communities together to solve complex problems and foster lasting change throughout the world. We seek individuals who are passionate about humanitarian and development work, collaborate well with others, embrace learning and innovation, and deliver results.

What it's like to work at CARE?

CARE is a mission-driven international humanitarian aid and development organization that offers an opportunity to work with people across the world. Not a day will go by that you won't learn something profound, meet an expert, or write a sentence that can change a life. We are committed to an environment where everyone can succeed.

CARE in Myanmar is looking for a suitable candidate for the following position:

Admin and Logistics Manager National Only

Basic Salary + 13th Month Pay Benefit + Other Benefits

Grade:	E
Duty station:	Mandalay
Supervisor:	Logistics Coordinator
Number of Post:	1
Contract Type:	Fixed Term
Application Deadline:	25 April 2025

Due to the urgent requirement of the position, the applications will be considered on a rolling basis and may be filled during the advertising period.

PURPOSE OF THE ROLE

The Admin and Logistics Manager is responsible for providing effective and efficient support in admin, logistics, and procurement functions for the earthquake response projects in Mandalay. This position is expected to maintain effective working relationships with staff, suppliers, partners, and other external stakeholders. In addition, this position will ensure all administrative, procurement and logistics procedures and practices are in compliance with CI policies/ procedures and the donors' requirements.

This position is expected to supervise drivers, guards and cleaners.

This position is required to travel to the project area as necessary.

MAIN RESPONSIBILITIES

PROCUREMENT MANAGEMENT _____ 30% of time

- Ensure that the procurement process and procedures adhere to the CARE International Policies
- Maintain a comprehensive and up-to-date register of all Purchase Requests (PRs), ensuring they are sequentially referenced, and the status is shared daily with staff on the shared drive, along with corresponding Purchase Orders (POs) and Goods Received Notes (GRNs)
- Receive and verify delivered goods against Purchase Order (PO) specifications, thoroughly inspect for quality and adherence to requirements, accurately document on GRN
- Liaise with Finance for supplier payments with all the required supporting documentation
- Liaise with the requestor and finance team to ensure the smooth transaction of goods and services
- Ensure timely submission of Procurement reports as necessary

ADMINISTRATION AND TRAVEL _____ 30% of time

- Accountable to implement/maintain administration standard practices and systems in accordance with CARE Myanmar Policies and Procedures.
- Coordinate closely with other teams such as Programs, Finance and Country Office to ensure effective and effective administrative support
- Establish and maintain relationships with government departments, service providers and other stakeholders
- Coordinate domestic and international travels for all staff, including flight and accommodation arrangements and ensure they are in line with CARE Myanmar policies and procedures; and maintain preferred supplier list for air tickets and hotels
- Responsible for all property management, including, process of identifying, negotiating and maintaining lease agreements for buildings (office, houses etc.)
- Ensure that all required insurance coverage, (e.g. Office, Assets) are maintained and updated
- Implement and maintain proper reporting and filing systems, soft and hard regarding administration, keeping up-to-date records and files
- Prepare monthly cash projection, procurement plan for Admin Department and send to Finance Department
- Provide guidance and support to the team members for office management including repair and maintenance of office equipment, etc.

ASSET MANAGEMENT

- Accountable to implement and enforce CARE Myanmar's asset management policies.
- Maintain asset registers, including all assets required to be tracked by the Property Management Policy or by donor policies
- Arrange for disposal of surplus or damaged assets.

WAREHOUSING AND STORAGE _____ 15% of time

- Maintain the inventory system to ensure stocks are stored in a clean and well-ventilated environment to prevent damage and are easily accessible.
- Make sure stocktaking is completed quarterly;
- Ensure all Stock Cards, Inventory, Stock Report Database are daily updated;
- Incoming, outgoing stocks and damage are recorded systematically;
- Provide support in appropriate transportation for items of inventory between different program locations.
- Arrange for the appropriate level of insurance cover to be maintained at all times for all inventory items;

LOGISTICS MANAGEMENT _____ 15% of time

- Maintain good communication with the project teams/Country Office Logistics team to ensure efficient transportation of requested items
- Provide quick and smooth logistics support especially for the partners
- Communicate with the project teams to ensure efficient transportation of requested items

FLEET MANAGEMENT

- Ensure vehicles logbooks are updated by drivers and well maintained
- Ensure proper use of vehicles and fuel; review and report fuel consumption, vehicle performance report including field offices on a monthly basis to the Logistics Coordinator
- Ensure the driver updates the vehicle's daily checklist and is well-maintained
- Responsible for overtime (OT) and Time of in Lieu (TOIL) calculation for Drivers

OTHERS _____ 5% of time

- Maintain a good system of documentation and filing (including hard and soft) for all the functions as per the CARE guidelines
- Provide support in audit process including preparation for audits, liaising with auditors, following up on audit queries, and implementing audit recommendations as agreed by CARE management
- Any other duties assigned by the line manager

OTHER RESPONSIBILITIES AS ASSIGNED _____ 5% of time**Responsibilities on Safety and Security and Safeguarding and Child Protection:**

- This position is expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement.
- All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, including sexual harassment, exploitation, and neglect.

EXPERIENCE AND QUALIFICATIONS:**Education/Training****Required**

- Minimum Bachelor's degree in Logistics, Administration, Management or equivalent and/ or minimum 5-year strong relevant work experience, preferably in administration/office management preferably for an International Non-Government Organization (INGO);

Desired

- Proven ability to manage technical function(s) and implement procedures and processes, with minimal supervision.

Experience/Technical Skills**Required**

- Demonstrated experience in following standard policies, procedures and processes including the management and acquittal of a cash advance;
- Demonstrated high level organizational and time management skills, including the ability to plan, and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;
- Proven communication and representation skills including developing networks and relationships and presenting technical subjects to both internal and external audiences;
- Demonstrated good leadership, decision making, problem solving, analytical and influencing skills;
- Demonstrated experience in effectively leading, people management and motivating a team;

- Minimum intermediate (very good) written and oral communication skills in English and excellent in Myanmar language; and
- Minimum, intermediate (very good) understanding of desktop-based programs, including word processing packages and power point.

Desired

- Excellent desktop skills are preferable.

HOW TO APPLY

To apply for this rewarding position please send the following information and documents to the address below.

- a cover letter stating against the selection criteria maximum 2 sentences for each selection criteria.
- a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager.
- your expected salary mentioned in your application.

The subject of the application should include “**Position Title and Duty Station**”. Only successful candidates will be contacted for an interview.

Human Resources Department
CARE International in Myanmar
No. 3, Mya Sabai Street, Parami Yeikthar,
Yankin Township, Yangon, Myanmar.
Email: MMR.Jobs@care.org

OUR COMMITMENT TO INCLUSIVE WORKFORCE

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.

OUR VALUES AND COMMITMENT TO SAFEGUARDING

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate’s previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.