



Plan International Myanmar

Terms of Reference

Position	: Supply Chain Officer
Report to	: Response and Recovery Manager
Number of Position	: 1 Position
Location	: Mandalay
Assignment Type	: Service Agreement
Duration	: Joining date till end of September 2025
Travel percentage	: 50%

ABOUT PLAN INTERNATIONAL MYANMAR

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts. In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

JOB BACKGROUND

A 7.7 magnitude earthquake struck central Myanmar on March 28, 2025, causing significant loss of life, infrastructure destruction, and compounding an already dire humanitarian crisis. Plan International Myanmar has been on the ground working hard to reach children and their families affected by the earthquake, providing immediate life-saving relief assistance and long-term recovery effort.

JOB PURPOSE

Supply Chain Officer is expected to manage the day to day supply chain activities, oversee and coordinate various tasks relating to logistic in order to maintain adequate levels of supplies and equipment for Plan International field Office in Mandalay Region. Perform logistics, procurement, supplies chain and warehouse tasks according to Plan's standard Operation Manual.

DIMENSION OF THE ROLE

This position reports to the Response and Recovery Manager and responsible for supply chain functions, maintaining office operations. H/she works closely with all the staff based in the field office and in some cases with the program unit and CO if facilities and supplies are not available or possible to obtain in the Mandalay Office. H/she covers multi task function on logistic/procurement and administrations support and to ensure they are carried out according to Plan International Myanmar policy and procedure. No financial authority required and budget management responsibility.

ACCOUNTABILITIES

- Provide logistic and procurement support to all in achieving country needs and requirement.
- Performing the daily logistics tasks according to PLAN standard procurement process and procedures.
- Responsible for regular update of vendor information in SAP and any other SAP related procurement functions.
- Assist Operations Manager in updating of the procurement tracking sheet recording the progress and procurement status of all transactions carried out in Mandalay Office.
- Assists in maintain storage and warehouse facilities, fleet and asset management.
- Administer due diligence process for all services or items required.
- Manage contracts or service agreement for contractors or suppliers
- Administer with advertising bids and collection of quotations and bids externally
- Provide and support logistic service for the humanitarian needs especially when items or services not available in the country or in the field.
- Ensuring delivery of supplies and materials in field office.
- Provides induction to new staff on procurement and administration.
- Focal point on organizing workshops, trainings, and conferences and ensure all are organized systematically and orderly.
- Capacity building to the partner organizations to develop their supply chain manual, provide technical input to their day-to-day procurement activity, training and induction, etc.
- To do regular cleaning and proper maintenance of warehouse and stock items.
- To do regular recorded and updated for every stocks movement and keep all documents are in accurate.
- To do regular stock check by weekly / monthly.
- To do effective communication between CO supply chain team and Field programme team to get right information about stock receiving and distribution.
- To prepare and submit accurate monthly stock report to CO Supply Chain Department.
- Ensure warehouse supply flow to be smooth and effective.
- Ensure all Plan' vehicles, Motor Bikes and generator are in well maintained, tuned and kept to safety standards.
- Ensure to produce maintenance schedule for required service, includes insuring vehicles are clean, filled fuel at all times, validation of license, insurance etc...to promote and maintain workforce safety.
- To manage weekly vehicles movement plan accordance to requisitions and reduce unnecessary outside vehicles rental.
- To supervise Drivers/LSAs and provide necessary technical supports as needed.



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- To communicate with Drivers, Motor Bikes Users and Fuel supplier to fill full tank to all office Vehicles, Motor Bikes and Generator by the last working days of each month.
- Ensure to settle outside vehicles rental payment, monthly fuel payment.
- Collect and archive all documents related with fleet such log sheets, maintenance forms, fuel slips at the end of months.
- Produce accurate monthly fleet report and submit to CO Logistics Department.
- Performing any other duties as assigned by line manager.

DURATION AND WORKING HOUR OF THE ASSIGNMENT

The assignment is a full-time engagement during this period and based in Mandalay Office with 50% travel to project area. Plan International Myanmar will cover for the transportation, Accommodation and per-diem for the required business travel. The consultant is required to work 5 days per week, with 8 hours per working day. Weekends and public holidays, as observed and confirmed by Plan International Myanmar, are entitled.

SAFEGUARDING COMPETENCIES, CRITERIA AND LEVEL OF CONTACT

- Ensure the delivery of Supply Chain functional area work in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard Safe Recruitment, selection and engagement. This includes conducting risk assessments and implementing safeguarding protocols
- Ensure engagement local supplier, vendors and stakeholders in line with the safeguarding standard “Safe recruitment, selection and engagement”, “Working with Safe Partners” and “Building Positive and Safe Relationships with Children and Programme Participants”.
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy and discussing potential design or implementation with the children and programme participants.
- Promote the importance of safeguarding and PSHEA to colleagues in other organizations and children, their families, beneficiaries, and the wider community.
- Apply all relevant standards to their area of responsibility.
- Identify and address gaps within implementing standards in area of responsibility.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar’s policy.

DEALING WITH PROBLEMS

- Ability to make judgement independently at the field implementation level when there is any issue arise for supply chain matters.
- Take decisions based on the correct applications of Supply Chain Operation Manual of Plan international
- Ability to manage stress, possible anti-NGO sentiment and security risks.

KEY RELATIONSHIPS

Internal contacts:

Position	Reasons for contact	Level (high, medium, low)
Response and Recovery Manager	Support reinforce policy and procedure Seeks suggestions or recommendation in improving efficient and effective systems and procedures. Reporting any supply chain related matters.	High
Finance department	Advance, payment submission, Q & A for clarification	High
Program department	Receive and acknowledge PRs, provide updates	High

External contacts:

Agency	Reasons for contact	Level (high, medium, low)
Suppliers/service providers	Getting quotation, enquiry, procurement, contract related matters	High

PHYSICAL ENVIROMENT:

The post holder will be based in Mandalay with 50% travel to the field

QUALIFICATIONS:

Knowledge:

- Graduate in relevant degree with minimum 3 years demonstrated professional experience in logistic and supply chain, preferably with INGOs.
- Strong computer skills: MS Office, Excel, Power point, outlook, SAP system preferably.
- Strong commitment to gender equality and high level of personal awareness and sensitivity to gender equality, inclusion and diversity issues.
- Basis knowledge and understanding on Child Protection, Safeguarding and PSHEA including policy implementation to the respective area of responsibility.
- Reflects on their value system and takes account of their biases towards individuals (including children and programme participants) in all their diversity.
- Understands the relevance of safeguarding and PSHEA including risks to functional area in Emergency programming and influencing work

**Skills:**

- Strong communication, interpersonal, and teamwork skills.
- Proven ability to manage multiple priorities.
- Able to work under pressure for multiple tasks to meet dead line.
- Diplomatic, calm and deliberate when handling sensitive issues.
- Strong team building and facilitation skill.
- Strong knowledge of Myanmar Labour law and related current laws
- Excellent organizational and time management skills.
- Fluency in Burmese and English (written and spoken).
- Ability to work independently and as a team player.

Behaviours:

- Ability to emulate Plan International's commitment, both in and outside of the workplace, to empowering girls and young women in securing their rights to equality
- Flexibility in a workspace with growing needs and responsibility
- Takes initiative, identifies potential problems and solutions, and anticipates needs ahead of time.
- Demonstrate high degree of professionalism and integrity
- Willingness to travel to remote areas

APPLICATION PROCESS:

Interested Candidates should submit their comprehensive CV, Application letter, expected consultancy fees and send to Myanmar.CO@plan-international.org not later than 29th May 2025, 5:00 PM.

Subject line for application: "Supply Chain Officer _ Mandalay".

Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.

Early application is encouraged and highly recommended as we will review applications throughout the advertising period and reserve the right to close the advert early.