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Karen Return & Reestablishment Committee (KRRC)
ကရၢၣ်ပြၢၣ်လၢညၢဝၣ်ရောက်ရေးနှင့် ပြန်လည်ထူထောင်ရေးကော်မတီ
Executive Office: No-59, Naung Karaing Village, Yai Thar Village Tract,
Pa-an, Karen State E-mail.edkrrc44@gmail.com

VACANCY ANNOUNCEMENT

The Karen Return & Reestablishment Committee (KRRC) is looking for a qualified Logistics Assistant.

Position Title : Logistics Assistant
Position End Date : 23rd April, 2025
Number of Post : 1 Post
Duty Station : KRRC Executive Office, Hpa An
Reporting to : Project Manager

Primary Purpose of the Position

Under the guidance of the KRRC, Project Manager, Logistic Assistant provides essential support in procurement, inventory management, transport coordination, and supply chain functions. The role ensures that all logistical activities are carried out efficiently, transparently, and in compliance with internal policies and donor requirements, supporting the operational needs of the project teams working on humanitarian aid, peacebuilding, and development.

Essential Duties and Responsibilities

- Support the procurement of goods and services in compliance with organizational and donor regulations.
- Assist in preparing purchase orders, bid analysis, and vendor contracts.
- Maintain accurate records of assets and inventory, ensuring regular updates and stock checks.
- Tag and register new assets and coordinate distribution to field teams.
- Maintain records of logs sheets, fuel consumption, and maintenance.
- Liaise with suppliers and vendors to ensure timely delivery of materials and products.
- Work closely with program, security, and finance teams to align logistics with project goals.
- Assist in arranging transportation for staff and materials in coordination with field teams.
- Support compliance with donor and audit requirements.
- Maintain well-organized logistics files and archives (physical and electronic).
- Assist in compiling logistics reports (e.g., stock reports, fuel consumption, procurement tracking).

Education, Technical Skills and Knowledge Required

- Diploma or bachelor's degree in logistics, supply chain management, business administration, or related field.
- Minimum of 1-2 years of experience in logistics, supply chain management, or a related field.
- Good practical skills and experiences, good communications and cooperation skills.
- Ability to work under pressure, adapt to situations as required due to changes on the ground and meet deadlines.
- Commitment to and understanding of KRRC's aims, values and principles.
- Required to work and travel to remote rural areas
- Willingness and capability to comply with all relevant KRRC policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies

Competencies:

- Good understanding of the context, including health service provision in the clinic area.
- Ability to speak in public.
- Skills in organizing own work.
- Ability to communicate in spoken and written English, Karen and Myanmar.
- Skills in verbal communication to Field Assistant and VTHC staff/Community Mobilizer.
- A good team player and good personal skill (honest, trustworthy, flexible and respectful) to coworkers and organization.

Application Process:

Interested candidates should address the application to Admin and HR Unit Manager, No-59. Naung Karaing Village, Yai Thar Village Tract, Pa-an or krrca273@gmail.com with his/her Curriculum Vitae with three references, Cover letter, a photo taken within last six months and copy of certificate(s), additional training attended.

Deadline of Application

The all completed application should arrive by **23rd April, 2025**.

Only short-listed candidates would be contacted for the interview.

The Karen Return & Reestablishment Committee (KRRC) enforces a rigorous policy of zero tolerance towards Sexual Exploitation, Abuse, and Harassment of beneficiaries. Protection from Sexual Exploitation, Abuse, and Harassment (PSEAH) is a shared responsibility, mandating strict adherence by all staff to the Code of Conduct, which rigorously upholds PSEAH principles at all times, both within and beyond work hours. Familiarity with and strict adherence to this Code is non-negotiable for all personnel.