

**Job location** : Mandalay

**Duration** : Up to June 2025

**Vacancy opening date** : 19<sup>th</sup> April 2025

**Vacancy closing date** : 28<sup>th</sup> April 2025

**Start date** : As Soon As Possible – candidates must be available to start soon (no one-month notice).

**Salary and Benefit** : Between 329 USD to 345 USD

**(Payment will be made in MMK based on the prevailing monthly exchange rate)**

**(Food Allowance & other benefit packet such as leave, medical insurance etc, as per PUI Internal Staff Regulation)**

### **Première Urgence Internationale (PUI)**

Première Urgence Internationale is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, those hit by natural disasters, wars, and economic collapses, by responding to their fundamental needs. Our aim is to provide relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. Main sectors providing assistance to around 6 million people in 25 countries in Africa, Asia, Europe, Latin America, and the Middle East: Health, WASH, Food Security and Nutrition, Shelter and Economic Recovery.

PUI has been working for the people of Myanmar on health and related issues since 1984, as Aid Medical Internationale (AMI). The merger of PU and AMI in 2011 strengthened our ability to provide integrated, multi-sector approaches utilizing the combined organisations' experience resulting in more diverse programming and intervention possibilities. PUI's mandate to respond to emergencies remains a priority, while maintaining a longer-term development focus to adapt to the contextual needs of the population in Myanmar. Specifically, PUI has been running an HIV prevention activity for Key population in Yangon region for over 10 years, linked to a malnutrition prevention program. In Kayin, PUI focus on primary health care, nutrition, and WASH activities. In Shan, PUI focus on SRHR activities for general population. Today, the mission consists of 7 projects.

### **Job Purpose**

The Logistics Assistant is responsible for overseeing logistics activities related to Fleet management, Asset and Equipment Management, Premises Management and Storage management. He/She will also be responsible for managing procurement at Base level and support the Logistics Coordinator in procurement functions related to drafting purchase files, updating the procurement tracking tools and archiving of procurement documents for the base.

## Responsibilities

### Supply Chain

- Assist directly with local, vendors and service providers to obtain quotations and/or initiate procurements of requested commodities and services in full compliance with all Donors and PUI policies and procedures with the help of COO and the Logistics Coordinator.
- Assist in organizing the procurement process; from purchase requests, quotations, selection committees, placing orders, managing suppliers and arranging payments with the help of COO the Logistics Coordinator.
- Maintain procurement files securely and up to date, ensuring that appropriate documentation is included in each procurement file with the help of COO and the Logistics Coordinator.
- Facilitate proper tracking of all supplies received and ensure related documents (delivery notes, waybills) are properly filed and copies forwarded to the Deputy Logistics Manager.
- Ensure follow up of procurement tracking and sharing information.
- Ensuring all supply chain is considered when procuring, transport, storage, capacity of field team etc.

### Stock Management

- Monitors the stock management such as Reception of stock in depot/store/warehouse, verify that the items ordered are received, verify the packing lists compared to the items received and inform the carrier/supplier if there are any missing or damaged.
- Prepare Goods Received Notes.
- Maintenance of the stock/warehouse.
- Create and maintain up to date the Bin Cards and Stock Cards.
- Carry out a monthly inventory and ensure the coherence with the Stock Report (if need it).
- File all documents conveniently: waybills, stock cards, supply requests, donation certificates etc.

### Fleet Management

- Ensure contracts are in place for vehicles, that they are reliable in nature and are equipped.
- Ensure per month the vehicles need it for the base.

### ICT/ Assets

- Ensure Asset list for base is maintained and accurate – covering all grants and locations and that continuous follow up is maintained
- Ensure ICT needs are regularly assessed in coordination with ICT Officer, Yangon

### Base and office management

- Ensure buildings are appropriately equipped and all utilities are in place

### Archiving

- Ensures that there are not any missing documents and archiving is completely followed.
- Organize folders by donors and projects/ grants.
- Implement the archiving procedure for the base.

### Reporting

- Submit monthly Logistics and other required report to Logistics Coordinator.

### Requirements

- Diploma or bachelor's degree in Logistics, Business Administration, Management, Purchasing and Supplies Management, or another relevant field
- At least 1 year experience in humanitarian and development INGOs, with at least 1 year experience in logistics activities.
- Knowledge of supply chain management.
- Strong negotiating skills.
- Good organizing ability.
- Ability to operate in a cross-cultural environment requiring flexibility
- Excellent command in writing and editing documents in English.
- Self-motivated, flexible and adaptable to the needs of the team and organization.
- Proven management ability and inter-personal skills – team player.
- Ability to manage conflicting priorities in personal workload.

Due to the specific work of PUI and according to his/her responsibility stated here, the Logistics Assistant is requested to stay at the organisation's disposal for any extra duties related to the work and this position and job description will be reviewed regularly in accordance with the development of the programs.

To Apply Online, please access via this link,

[https://docs.google.com/forms/d/12\\_Pw8RnqXtWwwBUCEADBsAkR9rt2uaCUZnxm-V98111/edit](https://docs.google.com/forms/d/12_Pw8RnqXtWwwBUCEADBsAkR9rt2uaCUZnxm-V98111/edit)

- Applications from all origins, religion, gender, age, People Living with HIV
- Women and people with disabilities are encouraged to apply.
- Parents with small children can be provided with some flexibility. Every application will be reviewed as per the qualification, experience necessary for the position only.

**CV with cover letter and relevant certificates can be sent to:**

**Coordination office, No. (91-G1), Than Lwin Street, Golden Valley, (1) ward, Bahan Township, Yangon**

"Any difficulties when applying, please contact via phone call +95 9880893850."

Please mention the applied position in Subject if you send your application via email.

Only short-listed candidates will be contacted for next selection process.

**Note:** We will review all received CV on rolling basis and call for test/interview to the shortlisted candidates. Thus, we encourage qualified candidates to apply as much as early before deadline.