

VACANCY- ANNOUNCEMENT

Department: **Logistics**
Position: **Logistics Assistant**
No of Post: **1**
Location: **Yangon**
Expected Start Date: **as soon as possible**
Vacancy Posting Date: **22 May 2025**
Vacancy Closing Date: **30 May 2025**

Background on Acted

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non- discrimination. Based in Paris, France, Acted now operates in 42 countries worldwide, with 400 international and 6000 national staffs. Acted has a 280 million budget for about 450 projects per year.

As the second largest French NGO, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted undertakes programs that target the most vulnerable amongst those populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach also looks beyond the immediate emergency towards opportunities for longer term reconstruction and sustainable development. For more information, please visit our website at <https://www.acted.org/en/countries/myanmar/>

Acted is currently looking for one qualified person to fill the position of **Logistics Assistant**

Acted is currently looking for one qualified person to fill the position of Logistics Assistant. Under the supervision of the Logistics department, the Logistics Assistant is responsible for collecting quotations, conducting procurements, updating order follow-up, logistics archives, general asset management, fleet management and inventory management.

A. Procurement

- Assist in collecting quotations for procurements.
- Responsible for the procurements under Scenario A and B thresholds.
- Assist Logistics Manager for all procurements when required.
- Account for overall compliance with ACTED procurement procedures and donor's requirements.
- Maintain and regular update for supplier database and order follow-up at capital office.
- To scan and upload all logistics archives on sharepoint regularly.
- Ensure information flow with other departments for effective service delivery thus securing the successful conclusion of the projects.
- Arrange payment for purchased goods and services to suppliers liaising with finance department.

B. Management of ACTED Assets (IT Equipment, Furniture, etc.)

- Ensuring all that assets are (i) marked and registered, (ii) regularly maintained/ repaired (iii) issued to staff with the relevant documentation (asset reception form);

- Conduct regular and periodic follow-up and update the assets and furniture.

C. Fleet Management

- Ensuring the vehicle logs books are completed by both drivers and passengers and check regularly.
- Plan and organize weekly vehicle movement plan in collaboration with the program and other departments.
- Updating monthly fuel consumption and motorized asset follow-up.
- Ensuring all vehicles are equipped with the necessary safety items, seatbelts, first-aid kits, spare wheel, etc;
- Responsible for regular maintenance and repairs for all vehicles and generators.
- Manage the arrival and departure of Internationals at the airport
- Performing any other relevant tasks assigned by his/her supervisors as necessary.

D. Delivery and Stock Management

- Support the Logistics Manager and the Sr. IT & Logistics Officer in managing the delivery and receipt of supplies and assets.
- Ensuring the proper up-to-date inventory management of ACTED's stock at capital level

Code of Conduct and PSEA

The Logistics Assistant is expected to uphold the highest standards of integrity and professionalism, and to adhere strictly to Acted's Code of Conduct, Child Safeguarding Policy, and Protection from Sexual Exploitation and Abuse (PSEA) guidelines. This includes maintaining respectful and non-discriminatory behavior at all times, ensuring the dignity and safety of affected populations, and reporting any suspected misconduct through appropriate channels. The staff member must complete mandatory training on PSEA and actively contribute to a safe, inclusive, and accountable working environment.

TECHNICAL SKILLS

- Must be a bachelor degree holder
- Communicative English language skill
- Essential computer literacy (excel, word, office 365, One Drive, Sharepoint, MS outlook, etc)
- Having previous working experience with INGOs is preferred
- Effective communication skills
- Punctual and reliable
- Strong team skill
- Commitment to and understanding of Acted aims and values

Submission of application:

Applications shall be in **English** and include: i) a resume of not more than 3 pages; ii) a cover letter expressing the motivation to work for this specific position; iii) a copy of the university degree; and iv) contact details of 3 references should be submitted to Acted Myanmar Office – No.60, Hlaing Myint Mo Lane 2, Hlaing Township, Yangon, Myanmar.

Email : recruitment.myanmar@acted.org

Applications should be title “**Logistics Assistant - Yangon**” and be submitted no later than **30th May 2024 (by 5:00 pm)**.

Only shortlisted candidates will be contacted. Only shortlisted candidates will be contacted.