

Vacancy Announcement (For Myanmar National Only)

Title:	Logistics Assistant
Location:	Nyaung-U
Contract Duration:	Until the end of January 2025 with a possible extension
Number of Positions:	1 Position
Report to:	Logistics Officer, Project Manager
Line Manager for:	NA
Salary	Above 300 USD
Closing Date:	31 May 2025

Organizational Background

Our organization founded by the active and young leaders in 2023 is a non-profit organization based in the middle dry zone of Myanmar with the main purposes of enhancing the accessibility of the community to a quality education, safe and thriving homes, resilient livelihoods with employment opportunities, healthy and nutritious diets and optimal health and nutrition services. Our organization strategically executes the missions on a broad spectrum of projects and activities focused on the empowerment and capacity building of young people and the development of the local community through sustainable livelihoods to achieve the desirable outcome in the community.

Our Values

ACCOUNTABILITY

We hold ourselves and our partners accountable for ethical conduct and integrity, acting responsibly for the benefit of the communities that we serve. We are responsible stewards of our financial resources and maintain a sustainable organization.

DIVERSITY, EQUITY, INCLUSION, AND RESPECT

To create an equitable and inclusive community, we value diversity in all forms, which is vital for advancing innovation, critical thinking, and solving complex problems. We maintain dignity and respect for the individuals and communities we work with and serve.

COLLABORATION, PARTNERSHIP, AND SHARING

We are stronger and have a greater impact by working together. We organize and support public and private partnerships to be a healthy community and society.

INTEGRITY

Honest, encourages openness and transparency; demonstrates the highest levels of integrity.

JOY

A fundamental part of a healthy life, joy fosters better health outcomes and is essential to the way we work.

Role Purpose

Under the direct supervision of the Project Manager and Logistics Officer, we are looking for Logistics Assistant based in Nyaung-U township for the Logistics component of the MPCA/Shelter/NFI project. He/she will be responsible for the logistics support on cash assistance, and delivery of essential household and basic WASH items in their assigned townships. This position holder will oversee and arrange all operational functions including procurement and supply chain processes, fleet and transportation management, property and asset maintenance, warehouse operations and management, record keeping, and reporting aligned with the organization's rules and regulations and donor's requirements. He/she will act as a procurement and logistics focal of the project closely working with project teams and other relevant departments to ensure smooth and better operation in all implementing areas.

Key Areas of Responsibilities

Procurement Management

- Arrange and manage day-to-day procurement and supply chain operations for all implementing areas ensuring efficiency, cost-effectiveness, and timely delivery.
- Coordinate effectively with suppliers and vendors to ensure quality and efficiency of service delivery aligned with the agreements in the contracts under the supervision of Project Manager and Logistics Officer.
- Operate the procurement and logistics activities aligned with donor requirements and contractual obligations working together with the finance and project teams.
- Ensure regular updates sharing and reporting to the Director and Project Manager regarding procurement, logistics performance, and compliance for all office areas.

Transportation & Fleet Management

- Arrange the organization's vehicle fleet, manage the inspection and maintenance of vehicles for usage, fuel consumption, and repairs according to guidelines and schedules, and monitor the vehicle logbooks, and follow-up.
- Support the staff to ensure the safe movement plan and compliance with the local traffic rules and regulations.
- Assist the supervisor for making the contracts, registration, and checking and maintaining the conditions of rented vehicles and motorbikes.

Warehouse Management

- Management and arrangement of warehouses ensuring inventory is tracked and stored efficiently.
- Coordinating with the project teams, developing, implementing, and monitoring effective systems for stock control, order fulfillment, and timely delivery of goods.
- With the support of Logistics Officer, Project Manager, monitor and supervise the condition of warehouse facilities to ensure safety protocols are in place.

Property & Asset Management

- Take responsibility for the maintenance and repair of office facilities and physical assets.
- Support to develop, review, and carry out policies regarding the acquisition, disposal, and maintenance of organizational assets.
- Assist in creating an efficient asset tracking system for IT equipment and other organizational assets.
- Assist the tracking and management of the organization's properties including equipment, facilities, IT hardware, and software infrastructure to ensure their optimal use, security, and safeguarding.
- Ensure the secure maintenance of sensitive data by enforcing cybersecurity measures.
- Ensure the management of office space and equipment safety comply with the organizational and donor standards.
- Fully comply with code of conduct, PSEA policy, child safeguarding, fraud & corruption, equal opportunities, and any other zero tolerance policies and procedures of organization.

Requirements for this position

Academic Qualification

- University degree (Bachelor's or equivalent) in any relevant field combination with a minimum of one year of experience in a similar position.

Professional Experience and Skills

- A minimum of two year of experience in operations management including supply chain, procurement, and logistics functions.
- Proven understanding of the working nature and exposure to the NGO/INGO sector in humanitarian/ development work.
- Good knowledge of fleet management, warehouse operations, and inventory control systems.
- Good computer literacy and IT skills including using Microsoft Office package.

- Well understanding of organizational and donor's compliance and proven experiences of preparing and submitting reports.
- Good interpersonal skills, strong communication and diplomatic skills, and ability to work within a multi-cultural team.
- Being able to travel to other office areas.

How to apply for

The successful candidates are encouraged to send their “[resume/ curriculum vitae mentioning the three professional referees along with the cover letter](#)” to the following address.

Email address: recruitmentteam.hsf@gmail.com in the subject.

Please write: “[Logistics Assistant _MPCA/Shelter/NFI_052025](#)”

Deadline: **31 May 2025, 5:00 PM (Myanmar Time)**

****Please note that only shortlisted applicants will be contacted for personal interviews. Applicants are encouraged to apply early as the contact will be made on a rolling basis before the closing date. Any applications after the closing date will not be considered. ****