

Vacancy Announcement

Phyu-Sin Saydanar Action Group (PSSAG) is a registered local NGO founded in September 2014. Headquartered in Yangon, PSSAG is a dynamic and dedicated organization with operations in Rakhine and Ayeyarwady, Sagaing (Nagaland) Regions/States with over 100 local staff. PSSAG is providing humanitarian assistance to the most vulnerable communities in Myanmar through health, education, WASH, shelter construction, food, and NFI distribution work sectors. Focus on the needs and interests of the community, PSSAG implements its activities by cooperating with Government, UN, INGOs, LNGOs, and CSOs. PSSAG has significant capabilities in emergency response and developmental works as well.

Position Title : Admin & Procurement Assistant
Report to : Project Manager
Direct report for : Nil
Number of Posts : (1)
Duty Station : Yangon
Deadline Date of Application : 17 June 2025 (05:00 PM)

Responsibilities

- Report to Project Manager and work closely with the Senior HR, Admin and Procurement Officer.
- Assess the institutional procurement environment, identify all procurement steps in compliance with PSSAG procurement policy or as guidance by management.
- Review equipment, materials and consumables based on project requirement to be procured and identify possible issues.
- Prepare a brief inception report and propose a procurement implementation plan;
- Provide guidance in preparing list of specifications for all equipment and consumables proposed under the project to ensure that only quality items will be procured through the competitive bidding process (Tender Process)
- To be able to prepare timely and accurate procurement documents Purchase Requisitions (PR), Requests for Quotations (RFQ), Bid Analysis, Purchase Orders, and Goods Received (Notes) etc.
- To provide office good working conditions, reliable and efficient, means of transportation are available and their use is anticipated and planned as well.
- Monitor suppliers' performance
- Prepare and submit payment requests to Finance Officer
- Maintain PR tracker and contracts data base.
- Update and maintain price list.
- To keep procurement files according to projects and donors both in soft copy and in hard.
- Assist Project manager in overall administration in the field office.
- Ensure all expenses are within the defined project budget allowance and in compliance with donor requirements.

- Participate in the training such as project orientation workshops, staff capacity building workshops and team building workshops.
- Check vehicle log books regularly and submit it together with the financial documents to Yangon office.
- Support to office assets management and inventory.
- Take responsibility any other tasks assigned by direct supervisor regarding with the project and organization.

Qualification

- At least two years of working experience in NGOs and INGOs.
- Good negotiation, coordination, and communication skills.
- Applicants should be tolerant and flexible to work overtime as per project requirements.
- Ability to work systematically, accurately, independently, and under pressure in a physically challenging environment.
- Ability to work with different levels of groups and stakeholders.
- Willing to work both within a team and independently.
- Willing to visit remote areas.
- Commitment to constant improvement, sharing and learning
- Good facilitation and computer, Microsoft, Excel skills.

PSSAG is an equal opportunity employer, and we encourage women to apply. PSSAG is committed to 'Zero Tolerance' to child abuse and sexual harassment. All PSSAG staff are required to sign PSSAG's Code of Conduct and adhere to it at all times

Interested candidates are requested to submit their applications (CV and Cover Letter) no later than

19 June 2025 (05:00 PM) to: hr.pssagmm@gmail.com

Note: Only shortlisted candidates will be contacted.