

Join a Leading Operations team as a Logistics Assistant!

ROLE PURPOSE: As a multi-donor funded programme, the consortium partners with selected ethnic and monastic education providers to strengthen their capacity to deliver and sustain good quality learning opportunities for children considered to be hard-to-reach in Myanmar. Applying a 'systems-strengthening' approach, the programme provides funding, coordination, technical assistance, and research across different complementary education systems to promote continuous improvement of education services. The programme works with its partners, established education providers, to place an emphasis on developing the quality and inclusivity of education in Myanmar, including improved learning outcomes; and with a broader

range of diverse stakeholders to address key barriers for the achievement of equitable education. In line with its current 2021-25 programme strategy, the overall aim for the programme is that hard-to-reach children access education services that meet their learning and well-being needs.

TITLE: Logistics Assistant

LOCATION: Yangon

CONTRACT LENGTH: Fixed Term, (through 31st May 2025)

Number of Position: 1

Reports to: Operations Coordinator

GRADE: 5

Staff reporting to this post: None

Budget Responsibilities: None

Responsibilities:

Travel and Ticketing Arrangements:

- Prepare all travel arrangements, including air travel bookings and ticketing for staff and visitors.
- Ensure travel bookings provide the best value for money by comparing quotations, pricing, and negotiating with travel agents.
- Handle air-ticketing arrangements for national staff, including negotiation, coordination, and follow-up.

Accommodation Arrangements:

- Coordinate hotel and accommodation arrangements for staff and visitors.
- Regularly inquire about and update hotel rates and negotiate as necessary to secure the best deals.
- Maintain and update hotel, accommodation, and ticket tracker files to ensure accurate and current records.

Event Arrangements:

- Organize logistics for events, including hotel, venue, meal, per diem, ticket bookings and other procurement needs.
- Prepare purchase request and payment requests for travel and hotel expenses, ensuring timely and accurate processing.

Administration and Coordination:

- Follow up and obtain relevant budget holder signatures and approvals for travel and accommodation expenses.
- Assist with logistics administration processes, including handling all related paperwork and tracking.
- Raise purchase requisitions (PRs) and support staff travel authorization requests, advances and expense reports.
- Manage journey management and travel trackers and provide other general logistical support as needed.
- Ensure excellent service to meet organizational needs and contribute to continuous improvement in logistics operations.
- Support emergency response logistics when required.
- Perform any other duties as assigned by the Operations Coordinator and Operations Manager.

Child Safeguarding Responsibilities:

- Ensure that your staff is providing all beneficiaries of your programme with ongoing, age-appropriate verbal or written information in relevant languages about Child Safeguarding Policy and Code of Conduct.

Qualifications that set you apart:

- Bachelor Degree and or related field.
- At least 2–3-year experience in related field
- Professional working experience with international organizations preferable
- Excellent interpersonal skills and ability to work both independently and as the member of a team.
- Attention to detail and a service-oriented approach.
- Good English communication skills, both written and verbal
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure.
- Thai Language skills are also desirable.

Don't miss this opportunity to be part of our impactful education programme!

To apply, please send your CV and a cover letter to: educationmyanmar.recruitment@gmail.com using 'Logistics Assistant' in the subject line.

Application deadline: **5/07/2024 (Friday)**.

No requirement of photo or copy of certificates and only short-listed candidates will be contacted.

Remark: For those who failed to mention or incorrectly mention the position title in their applications, we will consider those as disqualified and we will not consider for short list.

Join our team and contribute to our mission of driving positive change in education through your expertise. We are excited to receive your application!