

VACANCY ANNOUNCEMENT

Job Title	Procurement & Logistics Coordinator
Department	ICT, Procurement, S&S
VA No.	PITS/2025/0521/16
Job Level	JL- 4
Contract Duration	September 30 th , 2025
Number of Position	1
Location	Yangon, Myanmar
Travel	80 % of working time
Reports to	Sr. Procurement & Logistics Manager
Reporting to this position	NA

Community Partners International (CPI) is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and sustainable development needs. Founded in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

Primary Responsibilities

- Analyze and support in developing procurement strategies, procedures & plan, and all procurement related forms that is feasible to all CPI and local partners, especially for emergency program.
- Ensure adherence to procurement policies and procedures.
- Provide technical support and training to partners as well as CPI staff.
- Ensure purchase requests are processed timely in accordance with CPI policies and keep track of procurement status.
- Support in developing Standard Operating Procedure (SOP) for medical and stock management.
- Ensure stock inventory data are accurate and update.

Regular Responsibilities

- Update procurement data, documents, tracker and plan regularly by working with concerned stakeholders from respective donor representatives and CPI local partners for pharmaceuticals supplies and others items, especially for emergency response program.
- Responsible to ensure quotation and information from a wide range of supplies and vendors are obtained, even though it is emergency response program.
- Ensure procurement plans are developed and regularly updated for emergency response projects.
- Work closely with program responsible to ensure necessary logistics data are obtained and reports are produced in accordance with donor requirements.

- Participate in external audit as required or assigned by the supervisor.
- Provide technical support to CPI's field offices in consultation with supervisor
- Other duties as may be assigned by Supervisor.

Partner Support

- Provide orientation and training support to Partners on stock management, and Procurement & Logistics activities to ensure compliance with donor Guidelines.
- Follow up and monitor Partners' procurement process as per their and donor guidelines.
- Support in developing inventory control system & maintaining minimum medical stock levels of CPI local partners.
- Evaluate the drug stock management system of the partners and provide technical inputs for improvement and ensure adaptation of good practices.
- Carry out the duties in a manner of promoting equity and showing due respect for all CPI's local partners by understanding their norms, culture and local context.

Capacity Building and Supporting Other Staff

- Liaise with, and coaching other colleagues in all aspects of procurement and monitoring of pharmaceuticals and health commodities and other supplies for both CPI and partners, especially for emergency response program.

Operations and Administration

- Support the coordination of different logistics, and procurement activities undertaken for different donor grants, to ensure that program, and partners' need are satisfactorily met.
- Contribute to the development of the project work plans, especially for emergency program and reports for any supply chain related matters.

Essential Skills

- Bachelor's Degree in medical related field or equivalent or supply chain management
- Minimum of 5 years of experience in procurement and logistics/or its related fields is required
- Knowledge of UN/INGO rules in Logistics and procurement is preferred
- Knowledge in managing medicines and medical stocks will be an advantage
- Excellent communication skill in English and Myanmar
- Ability to travel and good team work
- Advanced knowledge of excel, as well as understanding of word-processing, and power point
- Ability to work in a multidisciplinary and multicultural environment
- Good team building & excellent interpersonal skills
- Ability to manage multiple priorities and work under pressure with minimal supervision
- Ability to meet deadlines with strong attention to consistency, detail, and quality
- Have experiences working in emergency response project/program

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: hr.ygn@cpintl.org

- The closing date for application is 17:00pm, **(28-May-2025, Wednesday)**, Yangon, Myanmar.
- Please clearly mention the Position, Location and VA Number you are applying for in the email Subject Line.
- Due to the urgent need of the candidate, the interview may be arranged before the closing date.

CPI's Value

- At CPI, we believe that all people have right to live their live free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.

Note to Candidate

- Candidates are required to declare in advance that should there be any relative or family member currently being employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted
- Contract and position are contingent upon successful award of the project and final approval by the donor.