

## **VACANCY ANNOUNCEMENT**

Job Title	Procurement & Logistics Officer
Department	ICT, Procurement, S & S
VA No.	PITS/2025/0522/18
Job Level	JL- 3
Contract Duration	October 31 <sup>st</sup> , 2025
Number of Position	1
Location	Yangon, Myanmar
Travel	Travel 60%
Reports to	Procurement & Logistics Coordinator
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**

- Carry out the procurement what is a sign to do in time without violating the CPI procurement policy and procedure.
- Analyze the bid analysis, generate purchase order, monitor the progress and liaise with vendors during the entire procurement cycle; investigation and resolution of post-order problems and of progress reports on procurement matters.
- Analyze specific procurement requirements and developing related procurement strategies, procedures & plan, and all procurement related forms that is feasible to all CPI and local partners.
- Provide technical support on specifications, cost implications and logistics for safe delivery of supplies received from donors.
- Support in developing Standard Operating Procedure (SOP) for medical and stock management.
- Support in developing procurement policies, procedures and stock management guideline for CPI and partners.
- Manage the inventory and supply chain management of the assigned project/location.
- Prepare stock report for the assigned project and update procurement track and Yangon stock inventory.

### **Regular Responsibilities**

- Update procurement data, stock inventory, documents, tracker and plan regularly by working with concerned stakeholders from respective donor representatives and CPI local partners for pharmaceuticals supplies and others items.

- Collect quotation and information from a wide range of supplies and vendors.
- Keep all the document in file properly according to filing system.
- Attend meeting, coordination and project review meeting whenever assigned by supervisor.
- Other duties as may be assigned by Supervisor and Manager.

### **Partner Support**

- Orient and support the Partners on stock management, and Procurement & Logistics activities to ensure compliance with donor Guidelines whenever a signed by supervisor or manager.
- 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.
- Monitor the drug stock management for each partner and provide technical inputs if needed.
- Carry out all duties having due regard for the health, safety of yourself and others, in accordance with CPI policies.
- 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.

### **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 and reports for any supply chain related matters.
- Coordinate with Admin team for proper Asset and Inventory process.

### **Essential Skills**

- Bachelor's Degree in social science or equivalent in supply chain management field or related area.
- Minimum of 3 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

- Preferable knowledge of Logistics and procurement mainly Pharmaceuticals
- Ability to work in a multidisciplinary and multicultural environment
- Good team building & excellent interpersonal skills
- Ability to manage multiple priorities in a busy office
- Ability to work under pressure and with minimal supervision
- Ability to establish priorities in a time sensitive environment and 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:

Application link:

[https://docs.google.com/forms/d/e/1FAIpQLSeKlnAqHm2E\\_vH18wX5XSE6aETVq8FT0JN6uKiJPkZoOczQig/viewform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLSeKlnAqHm2E_vH18wX5XSE6aETVq8FT0JN6uKiJPkZoOczQig/viewform?usp=header)

- The closing date for application is 17:00pm, **(4-June-2025, Wednesday)**, Yangon, Myanmar.

### 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.