

## Vacancy Announcement

Deutsche Welthungerhilfe (formerly known as German Agro Action/GAA) was founded in 1962. Today it is one of the biggest private development organisations in Germany. Non-profit, politically independent and non-denominational, the organisation works under the leadership of an honorary board and the patronage of the German President.

Welthungerhilfe Myanmar is running projects in the fields of humanitarian assistance, food and nutrition security, agricultural value chains and community development in Ayeyarwady, Mandalay Region, Kachin, Chin and Shan States. The WHH program is funded by various institutional donors (BMZ, Federal Foreign Office of Germany, LIFT and others) as well as private donors.

We are currently looking for a **Procurement Officer** for the Programmes in Mandalay. The position will be based in Mandalay with frequent travels to the field offices and partner offices.

### I. Job details

1. Department	Programmes
2. Country / Location	Myanmar / Mandalay
3. FundsPro cost allocation	(e.g. 000017.2.1.)
4. Job name	Procurement Officer (m/f/d)
5. Title of job holder	Procurement Officer
6. Salary Group	SG 6
7. Immediate superior (in disciplinary matters)	(e.g. Country Director / Head of Project, Head of Finance etc.)
8. Subordinate position(s)	
9. Representation	
represents	to be decided on relevant occasions
is represented by	to be decided on relevant occasions
10. Contract period	May to December 2025 (possible extension)

### II. Objectives, duties, areas of responsibility

#### 1. Objectives of the position

The aim of the position is the smooth functioning of the local procurement.

## 2. Duties and area of responsibility

### 2.1. Duties with own area of responsibility

- Manage the procurement of goods at the local market
  - Arrange for and compare quotations, according to Welthungerhilfe guidelines
  - Prepare tender documents
  - Prepare comparative documents
  - Order goods
  - Arrange for and co-ordinate the delivery of goods
  - Keep a database on suppliers
  - Regularly evaluate the suppliers' performance and search the market for alternatives
  - Prepare invoice, delivery receipts and other papers before submitting them for payment
  - Prepare delivery notes
  - Inform projects/programmes of location and time of delivery
  - Record important data during and after completion of transaction (procurement database and files)
  
- Arrange for customs clearing of international goods
  - Prepare and submit necessary documents to retrieve imported goods from customs
  - Prepare and submit necessary documents for the duty-free status of goods
  - Request copies of important shipping documents from suppliers
  - Monitor and follow up on the arrival and customs clearing process of goods
  - Co-ordinate the pick-up and delivery of goods
  - Record important data during and after completion of customs clearance (customs clearing database and files) and print statistical reports, as required
  - Monitor the performance of agents providing customs clearance services for Welthungerhilfe
  - Follow up on internationally procured goods
  - Coordination with Welthungerhilfe HQ Germany

### 2.2 Duties without own area of responsibility

- Support the inspection of delivered materials and arrange for replacement if defective
- Fulfillment of any other tasks which are assigned by the management and correspond in general with the character of this position

### 2.3 Specific activities and duties of the position / Position specific qualifications

To be filled in or described individually by the Country Director or immediate superior

### III. Job requirements

#### 1. Knowledge/ Qualifications

- 1.1 Professional/ formal qualification  
Training as described above with additional qualifications (e.g. technician, trainee programme, vocational college) or relevant professional experience
- 1.2 Job-related professional experience  
2 to 5 years' professional experience
- 1.3 Foreign language skills  
Ability to communicate in a world language

#### 2. Social skills

- 2.1 Social skills  
Communicates and liaises with others
- 2.2 Capacity for teamwork

#### 3. Disciplinary Leadership of staff

None

#### 4. Responsibility

Activity based on instructions, scope of action within the assignment

#### **Qualified women and men are encouraged to apply!**

Interested persons should submit an application letter and an updated CV including educational qualifications, contact number and contact details of at least two professional references to:

[Yadanamayhtav.Myint@welthungerhilfe.de](mailto:Yadanamayhtav.Myint@welthungerhilfe.de)

**Not later than 24 April 2025 (Thursday)**

**Only shortlisted candidates will be contacted for an interview.**