



SIDAW Social Development Association
Vacancy Announcement
(VA-SIDAW-HR 020/25)

Job Title	Logistics Assistant
Number of Post	1 Post
Department/Project	Logistics
Duty Station	Rakhine State
Grade	L1
Report to	Admin & Logistics Officer
Application Deadline	Monday, 28 April 2025 (5:00 pm)
Start Date	As soon as possible
Duration	10 Months

SIDAW (Social Development Association) is a youth-led civil society organization which was organized and founded on 12th May 2019, with the aim to empower young people in Rakhine State for social change. SIDAW works with the most vulnerable communities affected by social and economic challenges, youth, and women from the marginalized communities and of course the minority people within the state. Our vision is a peaceful and prosperous Rakhine State where all communities are empowered to thrive. Our mission is to promote sustainable livelihoods, health, well-being, and peaceful coexistence among communities in Rakhine State through community-led development initiatives. SIDAW is focused on health, peacebuilding, livelihood, and youth capacity building. SIDAW is actively implementing programs in central and northern areas of Rakhine State.

Position Summary

The Logistics Assistant will be based in the Rakhine Office under the direct supervision of the Admin & Logistics Officer. The logistics Assistant is responsible for all the below-mentioned responsibilities for the Field office according to SIDAW guidelines.

Key Responsibilities

- Assist in procuring, receiving, and organizing essential supplies needed for the project, including health and hygiene kits.
- Maintain accurate records of inventory levels, track stock movement, and ensure timely replenishment of materials.
- Help arrange transportation for supplies, ensuring they reach their intended destinations in a timely manner.
- Assist in the distribution of aid materials to project sites, working closely with other team members and local partners.
- Keep detailed records of all logistics activities, including receipts, distribution reports, and any challenges faced.

- Ensure that equipment and vehicles used for logistical purposes are well-maintained and in good working condition.
- Collaborate with project staff and partners to ensure logistics are aligned with project goals and timelines.
- Performing the daily logistics tasks according to SIDAW standard procurement process and procedures.
- Tasks included gathering of quotations, samples, close coordination with the requestors on the details of the requests and ensuring on time delivery of goods and services.
- For Program Units request, he/she will be responsible for the delivery of items.
- Assist finance team to ensure accurate and timely invoices.
- Responsible for the arrangement of accommodation and transportation for visitors.
- Make sure of office cleanliness and security.
- Performing any other duties as assigned by supervisor.
- Record and Report on the Medical Equipment and NFI List in Warehouse
- Report Monthly Logbook and Stationary List and Machine usage record to line supervisor
- Records of vehicle usage, generator operation, and stationery consumption must be accurately maintained and submitted to the supervisor as part of the monthly report.

Skills and Requirements

- Bachelor's degree or equivalent work experiences are required. (Logistics or supply chain training is a plus.)
- Minimum one year's experience in a position with similar responsibilities, preferable with an international organization, or a local organization
- Must be experienced and knowledgeable in emergency response and item distribution.
- Computer literacy, including use of Microsoft Office 365.
- Able to communicate clearly and effectively with colleagues and external partners
- Strong interpersonal communication skills and proven problem-solving and negotiation skills.
- Willingness and ability to travel to project sites.
- Good written and spoken in English language.

Competencies

- Strong leadership skills and team management skills. Adaptable, flexible, and mature in judgment. Good assessment, analytical, planning and reporting skills. Have ability and motivation to travel by local vehicles and work long continuous days in remote villages in Rakhine coastal regions. Respect and regard SIDAW's policy and procedures. Understanding medical ethics and patient education. Good practice on Microsoft 365.

Application Instructions

Candidates should submit their application including Curriculum Vitae/Resume and a one-page Cover Letter explaining your interest in the position and why you are eligible. Applicants must also provide contact information of Two professional references. The deadline for submitting application and related documents (Microsoft Word or PDF Version) is by **Monday, 28 April 2025 (5:00 pm)** to recruitment@sidaw.org.

Applications will only be accepted online and ensure to mention the applied position title “**Logistics Assistant_VA-SIDAW-HR 020/25**” in the Email subject. Application received after the closing date and time will not be considered. Only short-listed candidates will be contacted for interview. Telephone queries will not be answered.

SIDAW’s Value

- SIDAW has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. 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 the principles of PSEA, always (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.
- SIDAW is an equal opportunities employer. We welcome applicants from all qualified candidates regardless of race, ethnicity, origin, religion, age, gender, sexual orientation or disability.
- To improve the gender balance within the organization, qualified female candidates are strongly encouraged to apply for.