



The Lutheran World Federation Myanmar Program

JOB Announcement

Position title: Assistant Logistics Officer
Responsibility level: Grade 4
Report to: Admin Officer
Duty station: Sittwe, Rakhine State
No of Persons: One

Background

LWF proactively works with partners to address displacement, poverty, and injustice, including promotion of gender equality and climate resilience

The Lutheran World Federation (LWF) Myanmar is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the center of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, the poor, and marginalized populations. LWF Myanmar engages with and supports duty bearers while empowering partner individuals, households, and community development organizations to claim their rights. Within the present LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and long-term development, building upon three interrelated programmatic areas: Livelihoods; Quality services; and Protection and social cohesion.

Job summary

The Assistant Logistics Officer manages the logistics and procurement matters according to LWF policies and procedures and in compliance with Government regulations. The Assistant Logistics Officer will directly report to Admin Officer and the Finance Officer and works closely with the team in Sittwe.

Main responsibilities

Areas of responsibility	Performance expectations
Logistics management	<ul style="list-style-type: none"> • Provide support for day-to-day project office operations and logistics needs • Identify well-maintained, safe and functional transport means for project staff and materials and use as and when necessary • To ensure the logistical arrangements for meetings, workshops, trainings, and events • To ensure and take responsible for receiving and responding to all communications in relation to supply request from programs • Perform regular field visits to ensure delivery of the supplies

Office and Housing	<ul style="list-style-type: none"> • On monthly basis follow-up on the condition of the building, premises, furniture and others and submit report to the supervisor • As decided by the PMT conduct repair, maintenance and other actions • Process for the rental payments and utilities bills
Vehicle and Fleet Management	<ul style="list-style-type: none"> • To ensure the planning and execution of maintenance and repair work on office vehicles • Draw up the vehicle schedule and update the vehicle log book • Prepare monthly fuel consumption record of vehicles and submit report to the Supervisor
Management of Equipment and Telecommunication	<ul style="list-style-type: none"> • To ensure telecommunications are working condition and regularly maintained • Ensure the correct use of IT Equipment and maintenance
Inventory	<ul style="list-style-type: none"> • Maintain and update register for consumable items • Maintain and update inventory of fixed assets • Maintain and update inventory of office equipment (ea computer etc.) • Conduct stock verification in June and December and submit report to the PMT • Label all fixed assets and office equipment
Others	<ul style="list-style-type: none"> • Ensure timely follow-up of all required action and keep the supervisor well informed on related matters. • Perform any other jobs as assigned by the supervisor as and when necessary.

Classification and authority

This is a junior staff position focused on the logistics and procurement related matters.

Qualification and Experience

- Academic qualification: Bachelors' Degree in any subject
- Minimum 2 Years' experience in procurement, logistics and supply chain management work

Required Skills

- Good computer skills – MS Office, Excel, Power Point and Networking.
- Good command in spoken and written English and Myanmar.
- Ability to work independently and has “can-do attitude”
- Understands cultural sensitivity and team work

LWF Myanmar has immediate vacancy for this position. Therefore, Myanmar citizens fulfilling the above requirements are requested to submit an application letter, full CV, copy of NRC, a recent photo, name

and contact details of 3 references (one reference must be from current employer), your email and / or telephone number and address. Applications not containing these documents will not be shortlisted.

Lutheran World Federation is an equal opportunity organization, and qualified women are encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org>

Applications can be submitted via email to hr.myanmar@lutheranworld.org or at any one of the following Lutheran World Federation Myanmar offices.

1) LWF- Yangon Office

No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.

2) LWF– Sittwe Office

House No.278, Thit Sar Street, North San Pya Ward, Pyi Taw Tar Quarter, Sittwe, Rakhine State, Myanmar.

3) LWF – Chin Office

No.552, Tha Khin Aung Min Street, West Ward, Mindat Township.

4) LWF – Kayin Office

No. 6/833, Corner of Sein Si Mya Street and Hpa Yar Street, 6 Ward, Hpa An Township.

5) LWF– Ann Office

No. (16), Yadanar Street, 5 Ward, Ann Township.

Note: Only shortlisted candidates will be contacted for written test and interview. The shortlisted candidates have to bring the updated education certificates for interview.

Application Deadline: 17 March 2021; 5:00 pm