



THE
LUTHERAN
WORLD
FEDERATION
World Service
member of **actalliance**

The Lutheran World Federation Myanmar Program

JOB Announcement

Position title: Assistant Procurement Officer
Responsibility level: Grade 4
Report to: Admin and Log Officer
Duty station: Sittwe, Rakhine State
No of Persons: 1

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) is an international non-governmental organization serving the people of Myanmar since 2008 and Lao PDR since 2012. We are a rights-based humanitarian and development organization. Therefore, at the centre of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, remote ethnic minorities, and marginalized populations. LWF engages with and supports duty-bearers while empowering partner individuals, households, and community development organizations to claim their rights and become more resilient. Within the LWF 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.

Publicity must explain how the rights-based empowerment process is implemented and how it facilitates individuals and communities to impart transformational and long-term changes in their lives. LWF's programming seeks to highlight the whole family and the equal role of women and men in decision-making processes. Publicity outputs highlight partnership among donors, Act Alliance members, duty-bearers, communities, and families for the betterment of humanity. Outputs are necessary for donor accountability, resource mobilization, advocacy, capacity building, giving community members a voice, and for demonstrating social engagement among disparate ethnic groups to advance peace building efforts.

Job Summary:

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

Major Responsibilities

Areas of Responsibilities	Performance Expectations
Procurement planning	<ul style="list-style-type: none">• Collect requirements from each unit/staff on regular basis so that procurements are made in bulk and in time• Prepare annual procurement plan as per LWF procurement policy• Obtain approval for the annual procurement plan• Procure regular supplies, services and works as per PMT decisions
Vendor identification	<ul style="list-style-type: none">• Prepare checklist to identify pre-qualified vendors and suppliers• Identify potential local vendors and suppliers for each supplies, services and works• Submit to the PMT list of suppliers for each supplies, services and works to select pre-qualified suppliers

	<ul style="list-style-type: none"> • Maintain list of approved vendors and suppliers for each supplies, services and works
Quotation and tender	<ul style="list-style-type: none"> • Prepare and maintain standard quotation documents containing all terms and conditions • Prepare and maintain standard tender documents with terms and conditions • Publish quotation and tenders as per the decision of PMT • Prepare comparative chart of tenders / quotations and submit to the PMT for decision • Prepare contract papers • Ensure timely signing of the contracts • Provide all related documents to the concerned unit/staff • Communicate with suppliers on processing and status of payments
General	<ul style="list-style-type: none"> • Ensure all procurement process are in compliance with LWF (Myanmar) procurement and financial policies and procedure. • Maintain the records on procurement process and related documents and files to ensure transparency and accountability • Follow up with Logistics staff to ensure timely and safe delivery of goods and services and assist logistics as and when required • Perform regular field visits to ensure that contracted supplies, services and works are rightfully delivered
Other	<ul style="list-style-type: none"> • Perform any other jobs as assigned by the supervisor or his/her designate as and when necessary. • Frequently Travel to Pauktaw and other Townships.

6. Classification and authority

- This is a junior staff position focused on the procurement related matters, with no supervisory role.

7. Qualification and Experience

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

8. 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, persons with disabilities and diverse gender identities 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: 16th June 2022; 5:00 pm (MMT)