



The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Assistant Admin and Logistics Officer
Responsibility level: Grade 4
Report to: Admin and Logistic Officer
Duty station: Sittwe Office
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) 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 Admin and Logistics Officer manages the admin, logistics and procurement matters according to LWF policies and procedures and in compliance with Government regulations. The Assistant Admin and Logistics Officer will directly report to the Admin and Logistics Officer and works closely with the team in Sittwe.

Major Responsibilities

Areas of Responsibilities	Performance Expectations
Logistics management	<ul style="list-style-type: none"> Provide support for day-to-day project office operations and logistics needs

	<ul style="list-style-type: none"> • 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
Administration 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 AMT conduct repair, maintenance, and other actions • Process for the rental payments, internet bill and utilities bills • Supervise Cleaners and Security Guards
Vehicle and Fleet Management	<ul style="list-style-type: none"> • To ensure the planning and execution of maintenance and repair work on office vehicles • Daily basic draw up the vehicle schedule and update the vehicle logbook • Prepare monthly trip record of Office vehicles and submit report to the Supervisor
Management of Equipment and Telecommunication	<ul style="list-style-type: none"> • To ensure Internet 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 (camera, computer, projector; etc.) • Conduct store stock verification monthly and submit report to the FAC and Area Coordinator • Make sure to 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 Admin, logistics and procurement related matters.

Qualification and Experience

- Academic qualification: Bachelors' Degree in any subject
- Minimum 2 Years' experience in Admin, 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, 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: 05th July 2022; 5:00 pm (MMT)