The Lutheran World Federation
Myanmar Program

JOB Announcement

Position title:	**Logistics Assistant**
Responsibility level:	**Grade 3**
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 Logistics (Store) Assistant manages the logistics and store matters according to LWF policies and procedures and in compliance with Government regulations. The position is based in Sittwe Office and required to undertake frequent visits to the project areas. The position is Grade 3 and will report to the Administration Officer and in close cooperation with other relevant staffs of all project offices of Sittwe, Mrauk U, Ann and Yangon Offices as a team.

Main responsibilities

Areas of responsibility	Performance expectations
Logistics management	• Provide support for day-to-day project office operations and logistics needs • Maintain minimum stock of office supplies and materials available at all times • 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 • Maintain inventory of fixed assets and consumables • Maintain stocks in warehouse and provide logistical support to program teams while delivering the items in the field • Perform field visits as and when necessary.
Store management	• Make office and warehouse stock update on regular basis and provide information to LWF program units

	• Maintain Stock register for all program materials and office consumables and stationery. • Ensure that all office motor bike user ,maintain log book indicating fuel consumption e each vehicles/motor bike, distance travel mobile used and recording maintenance. • Maintain Log Book for Generator indicating running time, fuel, oil consumption and maintenance etc. Arrange payments for utilities services such as telephone, electricity, internet, water etc. • Receive goods/materials delivered from field offices and Yangon, store properly and dispatch to the project areas as requested by program teams. • Conduct half year assets and other materials stock verifications and submit report to Administration Officer, Sittwe Office.
Vehicle and Fleet Management	• To ensure the planning and execution of maintenance and repair work on office vehicles and Motorcycles • Draw up the vehicle schedule for office and field visits and update the vehicle log book • Prepare monthly fuel consumption record of vehicles and Motorcycles • To ensure that all vehicles, motorcycles and other means of conveyance used for ferrying LWF staff, guests and project material meet all necessary LWF policy guidelines and government regulations, e.g. licensing and insurance.
Management of Equipment and Telecommunication	• Ensure fixed asset and inventory list is regularly updated • To ensure telecommunications equipment are working condition and regularly maintained • Ensure the correct use of IT Equipment and maintenance
Government Coordination	• Coordinate with government counterpart for logistics, ware housing opportunities and safety & security matters • Provide logistics support to LWF visitors in Sittwe such as hotel bookings, travel and airport pick up/drop • Accompany visitors in the town and fields as required
Others	• 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 Grade 3 staff position focused on the logistics and store related matters.

Qualification and Experience

- Academic qualification: Bachelors' Degree in any Business or Commerce-related subject
- Minimum 2 Years experiences in store, 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: 19 August 2020; 5:00 pm