



The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Admin and Logistics Assistant
Responsibility level: Grade 3
Report to: Admin and Logistics Officer
Duty station: Sittwe, Rakhine
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:

Under the direct supervision of the Admin and Logistics Officer (LWF-Sittwe) and in close consultation and coordination with LWF Myanmar colleagues based in Yangon and field offices.

Main responsibilities

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

	<ul style="list-style-type: none"> • 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 • Record daily issuing of office stationery and supply, prepare and control office stationary and supply reports on monthly basics • Prepare and distribute monthly top up card for LWF Sittwe office • Control and follow up petty cash process on daily basics
Management of Equipment and Telecommunication	<ul style="list-style-type: none"> • Assist to ensure Internet are working condition and regularly maintained • Assist to ensure the correct use of IT Equipment and maintenance • Assist IT in repair, issue and returned assets and hep in reporting • Monitor assets to ensure that assets are properly using by organization guid line
Warehouse and Inventory	<ul style="list-style-type: none"> • Conduct store stock verification monthly and submit report to the ALO and Area Coordinator • Assist in updating warehouse template and reports • Involve in planning and communicate with program in transportation for Sittwe LWF office
Others	<ul style="list-style-type: none"> • Ensure timely follow-up of all required action and keep the supervisor well informed on related matters. • Prepare and report monthly data collection for Sittwe LWF staffs • Perform any other jobs as assigned by the supervisor as and when necessary.

Required qualifications and experience

- Academic qualification: Bachelor's degree in related subject.
- Experience: Experience in Admin and Log filed is more preferred

Required skills and competencies

- Good computer skills –MS Office, Excel, Power Point.
- Good command in spoken and written English and Myanmar
- Ability to work independently and has “can-do attitude”
- Understands cultural sensitivity and teamwork
- Knowledge of Sage ACCPAC and the use of Excel Cash books formatted for importing into Sage ACCPAC

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: 06th Oct 2022; 5:00 pm (MMT)