CARE International is one of the world's largest independent development and humanitarian organizations dedicated to ending poverty and injustice. CARE’s vision is a world of hope, tolerance and social injustice, where poverty has been overcome and all people live in dignity and security. Since 1995, CARE International in Myanmar (CARE Myanmar) has worked in partnership with remote, rural, conflict-affected and urban communities, government and non-government actors to reach those affected by humanitarian crisis and living in extreme vulnerabilities through a non-religious and non-partisan approach.

Putting women and girls at the centre of our work, whilst equally focusing on engaging men and boys, CARE Myanmar’s 15-year Long-Term Programs focus on achieving lasting change for women and girls in urban areas; and women and girls in remote, rural and conflict-affected areas. CARE International Myanmar is currently working with around 200 staff currently operating from 8 field offices across Myanmar, supported by our main office in Yangon.

CARE International in Myanmar is looking for a suitable candidate for the following position:

**Senior Logistics Officer (1) Position _ National**

Basic Salary + 13th Month Salary + 14th Month Salary + other Benefits

**Grade:** D  
**Duty station:** Yangon  
**Supervisor:** Logistics Coordinator

**Purpose of the Role**

The Senior Logistics Officer - SLO, is responsible to ensure that the CARE Logistics function is effective and efficient. The SLO will maintain an updated inventory list in compliance with CARE International Country Office Logistics and Administration Manual (COLAM). This position is responsible for providing procurement support to Country Office (CO) and receiving goods, storage and stock movement (i.e. delivery of goods) and fleet management. This position may be required to travel to project area as required.

**MAIN RESPONSIBILITIES**

**PROCUREMENT**

- Ensure that the procurement process and procedures adhere to the Country Office Finance Manual (COFM) including compliance with CARE’s anti-terrorism policy in relation to suppliers;
- Manage all transport and freight requirements for movement of goods for CARE programs and operations;
• Maintain good communication with the project teams to ensure efficient transportation of requested items;
• Ensure all Purchase Requests (PR) are logged into the Procurement Tracker; updated and shared on Shared drive with staff on daily basis ensuring sequential references are maintained for PRs, Purchase Orders (PO) and Goods Received Notes (GRN);
• Receive the goods as per the description on the PO and inspect goods upon delivery and reject inadequate, broken, lower quality and other items not meeting the requirements of the order and ensure all information is collected on the GRN;
• Liaise with Finance to agree payment terms and schedules for major suppliers and prepare the necessary Payment Voucher (PV) and supporting documentation for each supplier payment;
• Submit PV to Finance accompanied by completed supporting documentation;
• Liaise with the requestor and finance teams to ensure the smooth transaction of goods and services;
• Negotiate supplier agreements at agreed rates with approved suppliers and maintain a register of approved vendor list and required vendor contract;
• Assist with the audit process, including preparation for audits, liaising with auditors during their audit fieldwork, following up on audit queries, and implementing audit recommendations as agreed by CARE management;
• Prepare tender advertisements and place them in the appropriate media, prepare the tender documents and manage the tender submission and analysis process;
• Provide the procurement component of the orientation to staff; train and support to project and country office staff in the procurement process; and
• Maintain an excellent filing system.

WAREHOUSE MANAGEMENT
• Manage all transport and freight requirements for movement of goods for CARE programs and operations
• Work with requestor, procurement and finance teams to ensure the smooth transaction of goods and services;
• Maintain a register of supplier/transporter list;
• Maintain the inventory system to ensure stocks are stored in a clean and good ventilated environment to prevent damage and are easily accessible;
• Make sure stocktaking is completed quarterly and spot checks weekly;
• Ensure all Stock Cards, Inventory, Stock Report Database are daily updated;
• Accurately record incoming, outgoing stocks and damage items in the database;
• Procure appropriate transportation for items of inventory between different program locations. Arrange for the appropriate level of insurance cover to be maintained at all times for all inventory items;
• Obtain the best prices for the sale of identified excess inventory items with the prior approval of the Senior Management Team (SMT);
• Maintain an excellent logistical filing system;
• Provide quick and smooth logistics support especially in emergencies; and
• Ability to undertake heavy-duty tasks, within reason, as required.

**FLEET MANAGEMENT**
- Ensure the effective maintenance of the vehicles including: clean the vehicle, the engine/motors, safety equipment, trailer and other components of the vehicles;
- Ensure drivers carry out regular checks of vehicles to ensure the fleet is well maintained and safety issues are proactively identified;
- Ensure all staff are aware of vehicle usage policy and that this is strictly enforced; and
- Report issues related vehicle usage to the Logistics Coordinator.

**COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:**
- To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;
- Engage in emergency preparedness, assist in any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures;
- Demonstrate an ongoing commitment to Gender Equality, Diversity, Child Protection and Protection from Sexual harassment, Exploitation and Abuse; and
- Comply with CARE Myanmar’s financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct.

**EXPERIENCE AND QUALIFICATIONS:**
- Minimum Bachelor degree in a relevant field; and/or minimum technical diploma in logistics, inventory and asset management and/or 3 years relevant work experience in logistics preferably with an International Non-Government Organisation (INGO);
- Demonstrated ability to ensure the implementation of intricate logistics/storage transactions;
- Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of detailed transactions;
- Demonstrated good leadership, interpersonal and analytical skills, sound judgment, planning, decision making and problem solving;
- Demonstrated organisational and time management skills, working in a team and the ability to work under pressure and to organise and manage workload to meet deadlines;
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
- A willingness to learn about CARE, gender equality and women’s empowerment activities;
- Minimum good oral communication and writing in both Myanmar and English language; and
- Good in Microsoft Office with knowledge in Microsoft Word and Excel; and intermediate numeric skills.
To apply for this rewarding position please send a cover letter stating against the selection criteria maximum 2 sentences for each selection criteria, along with a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager and copies of testimonials to the address below not later than 6th March 2020. Only successful candidate will be contacted for interview.

Human Resources Department
CARE International in Myanmar
No. 3, Mya Sabai Street, Parami Yeikthar,
Yankin Township, Yangon, Myanmar.
Email: MMR.Recruitment1@careint.org

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

CARE is committed to Child Protection and Protection from Sexual Exploitation and Abuse, applicants are advised that appointment will be subject to appropriate background checks and screening.

Note:
- Application will not be successful if applied position is not mentioned correctly.
- For internal candidates: Applicants should inform the respective line managers at the time of application.