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:

**Administration & Logistics Officer (1) Position _ National**  
Basic Salary + 13th Month Salary + other Benefits

**Grade:** C  
**Duty station:** Maungdaw  
**Supervisor:** Coordinator – Field Office

**Purpose of the Role**
The Administration & Logistics Officer - ALO, is responsible to provide efficient support to field office with regard to the admin and logistics functions ensuring compliance with CARE International Country Office Logistics and Administration Manual (COLAM). The ALO is responsible for supervising driver and guard. This position may be required to travel to project areas as required.

**MAIN RESPONSIBILITIES**

**LOGISTICS**
- Maintain good communication with the project teams/Country Office Logistics team to ensure efficient transportation of requested items;
- Receive the goods as per the description on the Purchase Order (PO)/Purchase Request (PR); Inspects goods upon delivery and rejects inadequate, broken, lower quality and other items not
meeting the requirements of the order and ensure all information is collected on the Goods Received Notes (GRN);

- Ensure all PRs are logged into the Procurement Tracker and shared with staff on a fortnightly basis ensuring sequential references are maintained for PRs, POs and GRNs;
- Maintain a register of supplier/transporter list;
- Work with requestor and finance team to ensure the smooth transaction of goods and services;
- Submit payment vouchers to Finance accompanied by completed supporting documentation;
- Negotiate supplier agreements at agreed rates with approved suppliers and maintain a register of approved and preferred supplier lists;
- Provide quick and smooth logistics support especially in emergencies;
- Manage the stock items stored in field office warehouse that they are correctly recorded and properly kept according to CARE policies and procedures;
- 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;
- Maintain all procurement and Logistics soft and hard copy records according to CARE’s Logistics / Procurement guidelines;
- 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;
- Ensure timely submission of Procurement Tracker Report, Stock Report, Approved Supplier List to Country Office;
- Organize fleet management such as daily vehicle schedule, vehicle maintenance, fuel consumption;
- Ensure the vehicles are used and regular vehicles maintenance checklist are performed as per CARE International Country Office Logistics and Administration Manual (COLAM);
- Update the monthly performance history and costs and; daily log sheets for vehicles, motorbikes and generators; and
- Ability to undertake heavy-duty tasks, within reason, as required.

**ASSET MANAGEMENT**

- Ensure registration, marking, and tracking of all assets on receipt of the asset(s) by recording and affixing CARE and Donor (where applicable) Asset Tags; and
- Provide support in updating the Asset Register on a regular basis.

**ADMINISTRATION & GENERAL SUPPORT**

- Support in processing rental agreement for office, staff house, warehouse and Office vehicle which includes updating lease register and ensure payment to the Lessor;
- Arrange maintenance/ repair of office buildings, equipment, generators etc;
- Coordinate and arrange accommodation and transportation for CARE staffs and visitors;
- Provide logistical arrangement for training, workshop or organizational events; and
- Prepare monthly cash projection.
COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:

- To proactively manage 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 technical diploma and/or vocational training in logistics, inventory and asset management and / or minimum 2 years relevant work experience, preferably in logistics with an International Non-Government Organisation (INGO);
- Ability to ensure the implementation of intricate logistics/storage transactions;
- Good interpersonal, planning, problem solving, decision making and organisational skills;
- A willingness to learn about CARE, gender equality and women’s empowerment activities;
- Minimum good oral and written communication skills in both Myanmar and good English language skills;
- Minimum good understanding of desktop-based programs, including word processing, spreadsheets and database software; and
- A willingness to work within a multidisciplinary team and experience in collaborative approaches to work.

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 15th June 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.