



**Ethnic Nationalities Affairs Center (Union of Burma)**

**တိုင်းရင်းသားလူမျိုးများရေးရာစင်တာ (ပြည်ထောင်စုမြန်မာနိုင်ငံ)**

*Supporting the peace process and development of democratic institutions in Burma*

## **Vacancy Announcement**

### **Logistic Officer**

**Date:** August 26, 2020

#### **Responsibilities:**

- Provide logistics support as required in planning, reporting, management and coordination of the project activities Shan and Kayah states to meet their goals
- Assist in activity planning including preparation of work plan and budget
- Act as a focal person in Yangon for requisition of various stocks and manage distribution of stocks for both projects
- Collect data from field staff and updating of stock books, bin cards for all items of stock of both projects
- Conduct procurement of goods and services in Yangon and as required in other locations according to ENAC procurement policy and procedures
- Manage assets and be responsible for the asset inventory list as required
- Support the Finance Team as required including managing payments for activities and collecting supporting documents when required
- Work closely with the project staff in the field and support them as required
- Travel to project sites in Shan and Kayah states as required for monitoring and evaluation and to over training implementation
- Collect and maintain procure documentation, data recording, progress and lessons learned for monitoring and evaluation
- Support in drafting periodic reports and other reporting as necessary
- Report to Project Manager
- Perform other duties as required

#### **Requirements:**

- Have a Myanmar national ID and be able to travel without restriction within Myanmar
- Be able to travel to EHO health facilities and scanning points in Karenni and Shan states ( about 60% travel required)
- Ability to operate Microsoft Word and Excel and use email
- Ability to communicate in local language(s) preferred
- Ability to read and write English and Burmese
- Be flexible with work hours for urgent needs or activities

#### **Working Conditions:**

The Logistics Officer will be stationed in Yangon and may be required to travel to Shan and Kayah states.

#### **Application:**

Interested and qualified candidates shall submit their cover letter, along with updated CV and two recommendation letters to [dchanawatchainan@burmaenac.org](mailto:dchanawatchainan@burmaenac.org).

**Closing date:** August 28, 2020

\*\*\*Only shortlisted candidates will be contacted.

\*\*\*Women and ethnic minorities are encouraged to apply.