



Vacancy Announcement

VCC/SB/007-2020/YGN

Date: 13th July , 2020

Introduction

Sustainabridge (SB) is an International Development NGO, founded in 2019 and governed by Japanese Law, working at field level to provide sustainable development by encouraging Myanmar people's own effort in collaboration with The Nippon Foundation.

SB is currently seeking motivated person who has qualification and experience to implement our activities, SB carry out Vocational Training School Project in Hpa-an and Lay Kay Kaw Townships, Kayin State in order to develop local community, by assisting the youth to enhance their capacity and Job opportunities, through 4 courses.

(Construction, Electricity, Auto-Mobile, Welding)

Terms of Reference

- Post Title : **Logistics In Charge**
- Number of position : **(1)**
- Duty Station : **Yangon**
- Report to : **Administrator (First),Secretary General (Second)**
- Probationary period : **(3) Months**
- Starting Date : **1st September 2020**

Main Responsibility:

To ensure the smooth and effective procurement for project implementation and office operation

Your Duties include:

- Based on the request from field offices and supervisors, conduct market survey for target items.
- Ensure the collection of three quotations from supplier in timely manner.
- Ensure that all necessary documents are prepared for respective procurement and all process of procurement are according to the guideline.
- Ensure the timely and accurate item delivery to the field.

- Improve the cost effectiveness and quality of procurement by collecting latest market information and other necessary sources.
- Update the supplier list annually and submit to your supervisor.
- Input the progress of procurement through weekly procurement status record and identifies the issues if any, and take actions for solutions.
- Be responsible for the extension of vehicle license, and control of owner book in collaboration with Admin Unit.
- Perform any other assignment requested by supervisor.

Qualification and skills required

- ❖ Any Graduate with Qualification in relevant field of study.
- ❖ A minimum of (5) years' experience in Logistic field, including tender system.
- ❖ Experience in UN/INGO organizations an asset.
- ❖ Interest in humanitarian and community development activity.
- ❖ Ability to work effectively and harmoniously in an international and multicultural environment.
- ❖ Fluency in English (both written and oral) is an asset.
- ❖ Excellent computer skill (MS Word, Excel, PowerPoint and Access)

All interested and qualified persons are requested to submit the application with updated CV and passport photo to the address below **not later than 5:00 PM on 7th August, 2020.**

Sustainabridge

Yangon office,

No (9), U Loo Ni Street, Kyimyindaing Township, Yangon

Tel : 01-2301241, 09440692259, E-mail: sustainabridge.ygn@gmail.com

Note: Only short-listed candidate will be contacted for subsequent test / interview