

Vacancy Announcement

Ref: MAUK-VA-017/2018

Post	Admin Logistics Officer
Location	Kyauk Taw, Rakhine State
Starting Date	As soon as possible
Duration	One Year Extendable Contract (Probation Period 3 months)
Report to	Operation Coordinator
Vacancy Opening Date	Aug 9, 2018
Vacancy Closing Date	Aug 23, 2018

MA-UK is an international non-profit non-governmental organization registered in Myanmar. We have been delivering aid to Myanmar since 2012. Our organization has been providing vital emergency assistance and long-term development projects to thousands of people in dire need of humanitarian assistance throughout Myanmar each year. Our areas of work include Education, Livelihood, WASH (Water, Sanitation & Hygiene), and Emergency Response.

Purpose of the position

The Admin and Logistics Officer is responsible for ensuring efficient support to field office with regard to the admin and logistic functions. With the guidance of Program Coordinator, the ALO should ensure that sufficient internal controls system is in place to reduce the risk of potential loss or damage to MA-UK properties. The ALO is also responsible for supervising drivers.

Job Description

Admin Tasks

- Support in processing rental agreement for office, staff house, warehouse and office vehicle which include update in lease register and ensure payment to the Lessor.
- Arrange maintenance/ repair of office buildings, equipment, generators etc.
- Coordinate and arrange accommodation and transportation for field staffs and visitors
- Organize fleet management such as daily vehicle schedule, vehicle maintenance, fuel consumption
- Ensure proper records of purchased items (furniture, equipment, etc.) and report to the supervisor or a monthly basis.

- Update the monthly maintenance records and costs and; Daily log sheets for vehicles, motorbikes and generators.
- Ensure that regular vehicle maintenance checklist are performed as per the MA-UK (Myanmar) guidelines
- Prepare monthly cash projection for operation cost
- Actively represent the team internally and externally.

Logistics Tasks

- Provide necessary logistics arrangement for office and program activities/event such as training/ meeting when required.
- Supervise drivers and perform procurement process in accordance with MA-UK (Myanmar) policies and procedures, Procurement Plan, delegation, and guidance from Operation Manager
- Support in processing rental agreement for office, staff house, warehouse and Office vehicle which include update in lease register and ensure payment to the Lessor.
- Logistic arrangements for the transportation of materials to the field on safe and timely manner as per the request date in Purchase Requests.
- To maintain all procurement and Logistics soft and hard copy records according to MA-UK's Logistics / Procurement guidelines.
- Manage the stock items stored in field office warehouse that they are correctly recorded and properly kept according to MA-UK policies and procedures.
- Any other duties assigned by Operation Coordinator

Essential Skills

- Holder of Bachelor Degree
- At least 3 years of experience in related field.
- Experience in UN/INGOs as an Asset
- Good Communication skills and problem solving skills
- Ability to work well in under pressure and able to meet deadline

**Application should be sent to hr@mauk-myanmar.org
no later than 17:00PM, Aug 23, 2018**

Only shortlisted candidate will be contact, and inability to reply for phone queries.

Equal Opportunity &
Diversity Employer