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## Vacancy Announcement

Ref No: MAUK-VA-009/2020

Post	<b>Procurement and Logistic Assistant</b>
Department	Operation
Location	Sittwe, Rakhine State, Myanmar
Salary	450,000 MMKs (Negotiable)
Reports to	Procurement and Logistic Officer
Vacancy Opening Date	22 May 2020
Vacancy Closing Date	5 June 2020
Applications will be considered on receipt and interviews may be conducted prior to the closure date.	

### About MA-UK Myanmar

MA-UK Myanmar 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 through Myanmar each year. Our areas of work include Education, Livelihood, WASH (Water, Sanitation & Hygiene), and Emergency Response.

### Purpose of the position

MA-UK is expending projects and speedup process of project implementation in Sittwe. MA-UK maintains quality of works and comply with donors' requirement and existing policies. Procurement and Logistics Assistant assist logistics matter in order to effectively support for program implementation.

### Duties and Responsibilities

- Ensure to record supplier database and engage necessary agreement in line with procedures.
- Conducts market surveys periodically.
- Initiate the Purchase Requisition Forms, sole source, BA, purchase order as necessary.