

Vacancy Announcement

Ref No: MAUK-VA- 024 /2020

Post	Senior Procurement and Logistics Officer
Location	Sittwe
Starting Date	As soon as possible
Duration	1 year
Report to	Operations Manager
Vacancy Opening Date	01-Oct-2020
Vacancy Closing Date	15-Oct-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. In the meantime, become the critical part of our Organization as Senior Procurement and Logistics Officer manages logistical works in order to effective support for program team and smooth function of day to day works and managing office drivers.

Roles and Responsibilities

Key Accountabilities:

Senior Procurement and Logistics Officer is responsible for effective support for program team, smooth function of day to day works, managing Logistics Assistant and office drivers.