

## Leadership and Management

- Provide regular one to ones to the relevant employees, ensuring that you adhere to MA-UK's annual appraisal "PACE" framework (for managers)
- Ensuring that relevant employees are set with annual SMART objectives and making sure that you are aware of your SMART objectives from your line manager (for managers)

## Other

- To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
- To comply with all policies, procedures, legal and regulatory requirements.
- Any other duties commensurate with the accountabilities of the post.

## Skills, Competencies and Requirements

### Qualification

- Educated to Bachelor's degree level. Postgraduate degree in Business Management, Development Study, sustainable livelihoods, humanitarianism, programme management, or equivalent is Desirable

### Experience

- Understanding of procurement plan, market survey, tender & FWA process and evaluation.
- Experience of Supply Chain Management, Warehouse Management, Fleet Management, Asset Management and Compliance with institutional donors and international donors.
- Proven experience and knowledge of effective budgetary control and grant management.

### Skill

- Good interpersonal and communication skills and ability to liaise effectively with people at various levels.
- Good team work skills with the ability to work with different and sometime conflicting agendas.
- Good organisation, coordination and project management skills.
- Strong and well-developed analytical skills coupled with experience of writing quality proposals and reports Strong analytical abilities.
- IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by MA-UK (Myanmar).
- Ability to adapt to changing deadlines and priorities.
- Ability to work in and with a diverse team.
- Ability to work under pressure and on own initiative.
- Ability to analyse and assess complex situations and develop policies.
- Willingness to travel at very short notice.

### Commitments

- Commitment to MA-UK (Myanmar)'s mission, visions and values