

Duties and Responsibilities

Key Accountabilities:

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

Main Responsibilities

1. Procurement & Logistical support 60%

- Ensure that all procurement documents: requisitions, quotations, tenders, bid assessment/ analysis, sole source, purchase orders, contracts, waybills, delivery notes, copies of invoices and receipts of payments are practiced in line with organization policies and procedures for all area offices (Sittwe, Buthidaung, and Chin).
- Organize and follow up transportation of the purchased goods, ensuring their traceability and filling of the related documents.
- Ensure to record supplier database and engage necessary agreement in line with procedures.
- Conducts market surveys periodically.
- Weekly Log & procurement report have to send Sr. Operations Manager in a timely manner.
- Monthly Log & Procurement Reports must be sent to Head of Operation as Technical Supervisor in timely manner.
- Manage and assign the tasks to Logistics Staff and drivers as daily and weekly
- Harmonize and be flexible among difference programs staffs and operations.
- Initiate the Purchase Requisition Forms, sole source, CBA, purchase order as necessary.
- Develop and update procurement plan, list of pending procurement and submit weekly procurement report as required.
- Provide expenditure forecast to the budget holders and Finance department based on the updated procurement plans.
- Ensure all vehicles are properly maintained and service regularly.
- Ensure statutory compliances are met with organization policies and procedures.
- Support in organizing meeting/workshop/training in terms of venue, logistic and procurement.
- Prepare monthly report of procurement and logistics.
- Warehouse is properly maintained in line with organizational standard.
- Assist SOM and Departments to develop monthly, quarterly and annual procurement plan.

2. Fleet Management 30%

- Manage driver's schedule and monitor their logbooks, calculate overtimes and monthly fuel consumption.
- Manage and supervise daily transportations for staff movement.
- Ensure fleet logbooks are check regularly.
- Monitor and manage fuel consumption for office vehicles.
- Ensure all vehicles are well maintained regularly.
- Prepare monthly fleet management report.
- Coach and train Drivers to improve their performance

