

- Ensure all vehicles and drivers are always met with safety conditions and manners.

### 3. Assets & Inventories 10%

- Ensure Assets and Inventories lists are update regularly and lead physical counting process in annually and as need of Grant End.
- Manage to store project materials in Field office and camp office properly.
- Update and report inventory list monthly basis.
- Any other duty assigns by Line Manager & Technical Manager.

### 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, Supply Chain 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.
- At least two years working experience in relevant role in I/NGOs and UN organization.

### Skill

- Proficiency in oral and written in English.
- Good interpersonal and communication skills and ability to liaise effectively with people at various levels.
- Good teamwork skills with the ability to work with different and sometime conflicting agendas.
- Good organization, 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.

