



(VCC/SB/004 -2020/MWD) Vacancy Announcement

Date: 14th August 2020

Project Background

Sustainabridge (SB) is an International Development NGO, founded in 2019 and governed by Japanese Law, working at field level to provide sustainable development by encouraging Myanmar people's own effort in collaboration with The Nippon Foundation. SB is currently seeking motivated person who has qualification and experience to implement our activities, SB carry out Vocational Training School Project in Hpa-an and Lay Kay Kaw Townships, Kayin State in order to develop local community, by assisting the youth to enhance their capacity and Job opportunities, through 4 courses. (Construction, Electricity, Auto-Mobile, Welding)

Terms of Reference

- Post Title : Logistic Officer
- Number of positions : (1)
- Duty Station : Myawaddy, Kayin State
- Report to : Admin / Training Coordinator
- Probationary period : (3) Months
- Starting Date : 1st October 2020 (negotiable)

Major Responsibilities and Duties

- Assist in overall procurement activities which include procurement, control, and maintenance of project properties.
- Collect and provides necessary information regarding the procurement and developing all aspects of the procurement.
- Communicate with other SB Offices for some of the procurements for the things which are not locally available.
- Conduct commodity surveys for construction and training materials frequently purchased.
- Prepare procurement order including necessary documents such as price quotations (if it is necessary) for each procurement.
- Responsible for payment and clear the advance money in time according to SB's Finance and accounting guideline.
- Responsible for the Asset and inventory management of the project.
- Must follow all activities according to SB Procurement Guideline.
- Responsible to send and receive the pouch and cargoes between office and other office.
- Proper filing and maintain document, including supplier list.
- Responsible in daily car arrangement, regular maintenance, fuel request and check vehicle logbook for all vehicle.
- To supervise to all drivers in daily car arrangement.
- Any other assignment assigned by Supervisors.

Qualification and skills required

- Graduate with Qualification in relevant field of study.
- A minimum of (5) years' experience in Logistic field, including tender system.

- Experience in UN/INGO organizations an asset.
- Interest in humanitarian and community development activity.
- Ability to work effectively and harmoniously in an international and multicultural environment.
- Fluency in English (both written and oral) is an asset.
- Excellent computer skill (MS Word, Excel, PowerPoint, and Access) also Myanmar language typing.
- Good communication skills and high motivation cooperative in the team.
- Good health condition.

All interested and qualified persons are requested to submit the application with updated CV and passport photo to the address below not later than **15th September, 2020.**

- **Sustainabridge, Myawaddy office,**
No. (50), 43 Road, 1st Quarter, Lay Kay Kaw New Town, Myawaddy Township, Kayin State.
Tel: 09-889431818, 09-788969975
Email - sustainabridge.mwd@gmail.com

Note: Only short-listed candidate will be contacted for subsequent test / interview.