# Vacancy Announcement

<table>
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<th>Deadline For Application</th>
<th>23rd Mar 2020</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Logistic Officer (2)</td>
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<tr>
<td>Location</td>
<td>Equality Myanmar Office, Yangon, Myanmar</td>
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<td>Reports to</td>
<td>Operations Manager</td>
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Equality Myanmar seeks a committed and enthusiastic person to join our organization as **Logistic Officer (2)**. This position is full time and starts as soon as possible.

## Organization Background

Equality Myanmar (EQMM) is a nongovernmental organization that facilitates a broad range of human rights education activities, advocacy programs, and research projects which target civil society organizations and grassroots communities. EQMM conducts trainings of trainers (ToTs), basic and thematic human rights trainings, community events, and in-depth workshops at its centers in Yangon as well as throughout Myanmar. The organization also provides customized human rights trainings to organizations working on various issues around the country.

Since its establishment in 2000, EQMM has trained over 20,000 women, university students, monks and pastors, activists, school teachers, and community leaders, building a strong network of human rights trainers and advocates across the country as well as along Myanmar’s border regions.

With a national focus in our programming, EQMM aims to formalize civil society networks dedicated to coordinating advocacy efforts, hosting community awareness events, and dialoguing with other stakeholders on human rights issues.

EQM has played a central role in coordinating a wide range of advocacy campaigns over the years to raise awareness about the human rights situation in Myanmar at local, national, regional, and international levels.

## Duties and Responsibilities

### Logistic Operations Management

The Logistic Officer (2) will have the following duties and responsibilities:

- Make certain that all logistic operations systems and processes are highly reliable, finely tuned and well delivered with an aim toward pro-action rather than reaction;
- Make advice to the Operations Manager in developing and updating procurement policies and procedures and necessary log forms;
- Participate in monthly meetings with Yangon based project/program teams to agree on logistical operations;
• Ensure the procurement practices are compliant with EQMM and donor regulations;
• Provide logistical assistance for meetings, conferences, seminars, workshops, trainings, events or campaigns, audio production activities organized by Equality Myanmar Yangon office;
• Manage the ongoing logistical expenses of Equality Myanmar Yangon office, i.e. food & refreshment, travel reimbursement, hotel packages, honorariums payment, printing publications & IEC materials, etc;
• Maintain up-to-date EQMM Price list Catalog (i.e. hotel, training center/hall, printing house, travel agents, etc; ) and submit to Operations Manager on quarterly basic;
• Order service and goods procurement and coordinate with finance department for finance review and administrative coordinator for tracking of good receiving, dispatching and registering; (if necessary)
• Arrange the local, regional, and international travel of staff members, other related to organizational funding agencies, resources person or beneficiaries i.e. flight, train, bus ticket, visa/work permit, grand transport, etc;
• Provide logistical assistance for printing EQMM’s publications, IEC materials, multimedia productions and reports;
• Coordinate field procurement activities and passing them to relevant budget holder; (quotations, CBA, confirmation of ticketing and hotel arrangements)
• Whenever paid cash for logistical arrangement for program activity, make sure to submit Check list for the Logistic support document’s Handover to budget holder within three working day after the activity completed.
• Work in close collaboration with other members of EQMM team; sharing information on providing overviews of logistics requirements for the development of project proposals and subsequent projects;
• Report to the Operations Manager to address any issues arising on logistical operations management.

Administrative Management

• Make sure all procurement document are in scan or copy and ensure that the filing systems are maintained and up-to-date; send the soft copy to operations manager for monthly basic not later than second week of every month
• Make Sure all the Purchased folder is compile according to EQMM or Donor Procurement guideline
• To keep proper good delivery with require tools (Eg. Waybill, Packing List, Delivery note and Good Receive Note)
• Organize and Keep update on Procurement tracking sheet and submit to Operations Manager on monthly basic not later than first week of every month

Required Qualifications and Skills

1. Myanmar National
2. A University Graduate with additional qualifications in the logistic and procurement field
3. At least 3 years’ experiences in logistical operation management and supporting areas;
4. High computer literacy in MS word, Excel spreadsheets
5. Must be highly skilled in dealing with suppliers/vendors and service providers
6. Good command of spoken and written English
7. Willingness to commit to full-time work until 30th Apr 2019
8. Creative, independent, and highly self-motivated
9. Respect for diversity and sensitivity to other cultures
10. Flexible, able to work under pressure, innovative, and a team player
11. Strongly committed to human rights, social justice, and peace
Salary and Benefits

Competitive local salary commensurate with experience; basic healthcare coverage; and related travel costs for field trips. Opportunities to engage with local, regional and international human rights advocacy networks.

How to Apply

If you are interested in applying for this position please submit the following to hr.eqmm@gmail.com no later than 23rd Mar 2020 (Monday) 4:00 PM.

- Resume/CV
- Cover Letter
- Names and contact information for two references

For more information about Equality Myanmar and our work please visit www.equalitymyanmar.org. For further information about this position, please contact via 09-448023569.

*Women and person with disable are encouraged to apply for this position*

Equality Myanmar is committed to equality in opportunity for all people. We have a policy of non-discrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, religion, national and/or ethnic origin, disability, age, sexual orientation, gender identity, political belief, or other status.

Only shortlisted candidates will be contacted for interview.