

## VACANCY ANNOUNCEMENT

Job Title	<b>Procurement &amp; Logistics Officer</b>
Department	Procurement & Logistics Department
Employment status	Full time
Number of Position	1
Location	Hpa An, Kayin, Myanmar
Travel	40% of working time (travel to project sites in Kayin, Bago, Tanintharyi)
Reports to	Admin & Logistics Coordinator
Reporting to this position	NA

**Community Partners International (CPI)** is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and development needs. Founded by U.S. doctors in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

Having a considerable gap in service provision, people living in hard-to-reach areas are prone to health disasters such as disease outbreaks. Hence, CPI aims to address such health inequalities with COVID-19 response, prevention & control. The project intends to work closely with local implementing partners and stakeholders so that beneficiaries there receive quality health services.

### Primary Responsibilities

- Carry out field office procurement and logistics requirements, procedures & plan, and all procurement and logistics related forms that is feasible to all CPI and local partners
- Analyze the bid analysis, generate purchase order, monitor the progress and liaise with vendors during the entire procurement cycle; investigation and resolution of post-order problems and of progress reports on procurement matters
- Provide technical support on specifications, cost implications and logistics for safe delivery of supplies received from donors
- Support in developing Standard Operating Procedure (SOP) for medical and stock management for partners
- Support in developing procurement policies, procedures and stock management guideline for partners
- Manage the inventory and supply chain management of the assigned project/location
- Prepare stock report for the assigned project and update procurement track
- Assist Coordinator in provide supply chain training and system set up for partners
- Combine all partner monthly stock reports and check all those stock reports

- Submit all the stock report for both CPI and Partners to Procurement & Logistics Coordinator
- Keep or filling all documents related procurement and logistics
- Provide procurement and logistics orientation for all CPI staff in assign Mawlamyine office, Myawaddy office and regional
- Support and manage the procurement and logistics tasks for regional, Mawlamyine office, and Myawaddy office for all project
- Helping in arrange training venue, accommodation, staff transportation

### **Regular Responsibilities**

- Update procurement data, documents, tracker and plan regularly by working with concerned stakeholders from respective donor representatives and CPI local partners for pharmaceuticals supplies and others items
- Collect quotation and information from a wide range of supplies and vendors
- Supervise and collaborate in CPI warehouse management
- Prepare monthly cash projection whenever assigned by supervisor in time of leave and trip
- Attend meeting, coordination and project review meeting whenever assigned by supervisor
- Other duties as may be assigned by Supervisor
- Coordinates to all units for timely program implementation.
- Accountable for the compliant processing of all procurement of program supplies, catering services, among others that are needed for the emergency response operations according to the Procurement Policy
- Accountable for the accounting, maintenance of kitting of goods/equipment for the program. This includes keeping and monitoring warehousing records of all goods that are received and dispatched
- Identify what goods/equipment needs to be replenished, purchased and/or dispersed
- Ensures proper documentation of all Supply Chain processes
- Responsible for keeping track of all supplies received and dispatched through the Warehouse
- Tracker and for keeping documentation for these movements intact, including acknowledgement from beneficiaries for distributed goods/kits
- Ensures the appropriate use and security of assets and equipment assigned to the project office area
- Ensuring proper housekeeping of physical and electronic files and project assets are accounted for and deployed as appropriate

### **Partner Support**

- Orient and support the Partners on stock management, and Procurement & Logistics activities to ensure compliance with donor Guidelines
- Follow up and monitor Partners' procurement and warehousing process as per their and donor guidelines

- Support in developing inventory control system & maintaining minimum medical stock levels of CPI local partners
- Monitor the drug stock management for each partner and provide technical inputs if needed
- Carry out all duties having due regard for the health, safety of yourself and others, in accordance with CPI policies
- Carry out the duties in a manner of promoting equity and showing due respect for all CPI's local partners by understanding their norms, culture and local context

### **Capacity Building and Supporting Staff**

- Liaise with, and coaching other colleagues in all aspects of procurement and monitoring of pharmaceuticals and health commodities for both CPI and partners

### **Operations and Administration**

- Support the coordination of different logistics, and procurement activities undertaken for different donor grants, to ensure that program, and partners' need are satisfactorily met
- Contribute to the development of the project work plans and reports for any supply chain related matters

### **Organization Representation**

- Participate in the internal and external meetings promoting procurement best practices

### **Essential Skills**

- Bachelor's Degree or equivalent in supply chain management field or related area, more prefer in pharmaceuticals
- Minimum of 2 years of experience in procurement and logistics/or its related fields is required
- Knowledge of UN/INGO rules in Logistics and procurement is preferred
- Knowledge in managing medicines and medical stocks will be an advantage
- Excellent communication skill in English and Myanmar
- Ability to travel and good team work
- Advanced knowledge of excel, as well as understanding of word-processing, and powerpoint
- Preferable knowledge of Logistics and procurement mainly Pharmaceuticals
- Ability to work in a multidisciplinary and multicultural environment Community Partners International

## **APPLICATION INSTRUCTIONS**

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

OR

Email: [hr.ygn@cpintl.org](mailto:hr.ygn@cpintl.org)

- The closing date for application is 17:00pm, **(16-August-22, Tuesday)**, Yangon, Myanmar.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.

### **CPI's Value**

- At CPI, we believe that all people have right to live their live free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.

### **Note to Candidate**

- Candidates are required to declare in advance that should there be any relative or family member currently being employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position are contingent upon successful award of the project and final approval by the donor.