



Asian Network for Free Elections (ANFREL)
Myanmar Program
Vacancy Announcement for Logistic Officer

Position ID: MY2020_03

Hours: Full-time

Contract Duration: 8 months

Location: ANFREL office in Yangon (occasional travel to field)

Salary: Commensurate with experience and qualifications

Starting Date: May, 2020

Roles and Responsibilities: ANFREL is looking for a dynamic person to fill the new position of Logistic Officer for ANFREL Myanmar Program. The Logistic Officer will work with ANFREL's team in Myanmar in supporting activities for all programs and ahead of the upcoming general elections.

The Logistic Officer will be tasked with the following:

- Receive procurement requests and get quotations before purchasing;
- Ensure that all purchase activities are done according to the ANFREL procedures;
- Create a network of local suppliers (for the supply of both goods and services);
- Setup a database of Suppliers mentioning the type of service, price list and update the database frequently;
- Provide all logistical arrangements such as venues, catering for meetings, workshops, conferences for all ANFREL Myanmar programs;
- Update monthly inventory list;
- Provide necessary paperwork and money for any logistical expenditure;
- Coordinate vehicles, interpreters and other travel arrangements for the election observers and other office staff during their visits to the field;
- Ensure all the premises are kept in good conditions at all time;
- Manage maintenance and repair of Laptop, Desktop, Printer and all IT related devices by collaboration with IT service;
- Contribute to meet ANFREL's reporting requirements, and perform other relevant tasks identified by Residence officer

Key qualifications: Successful applicants should meet the following criteria:

- A Bachelor's degree on business administration/ Procurement
- At least 2-year working experience in Logistic field;
- Good command of English and Burmese;
- Demonstrated commitment to ANFREL's core values of promoting democracy and human rights. Interest in elections and political issues in Myanmar and Asia is an advantage, while impartiality is a must;
- Prior working experience in CSO, NGO, INGO is an advantage;
- Strong work ethic and time management skills;

- Ability to work as a team player in a demanding and multicultural environment.

To Apply: Please send the following documents to anfrel.myanmar@anfrel.org before the 15th of March, 2020:

1. Curriculum Vitae
2. Cover letter presenting your experience, skills, and motivation for the position to fill (maximum 400 words). Include the following in your cover letter also:
 - Minimum salary requirements (or current salary)
 - Availability to commence working should you be selected by ANFREL
 - From where you found this vacancy announcement.
3. Name and contact details of at least two (2) references

Incomplete applications will not be considered. All communications should be directed through anfrel.myanmar@anfrel.org. ANFREL staff will not accept personal phone calls, emails, or messages related to this position vacancy announcement. Only candidates who have met the required experience & qualifications for this position will be contacted for interviews.

About the Asian Network for Free Elections (ANFREL):

ANFREL is a non-profit regional network, formed in 1997 and working to advance the cause of electoral democracy. It has since then established itself as the leading NGO in Asia working on elections. To date, ANFREL has monitored 62 elections from all over the region. ANFREL was formed as a solidarity movement to oppose authoritarian and dictatorial regimes in a number of countries across the region. To date, it continues to promote the spirit of democracy through free and fair elections while continuously enhancing its strategies through strengthened cooperation between government and non-government institutions, both at the national and international levels. ANFREL continues to move forward as a leading organization promoting and advocating for better and more democratic elections in Asia.

ANFREL focuses its work on three major areas:

Election Observation, Capacity Building, and Campaign & Advocacy. ANFREL takes a holistic approach to achieve its mission and these programs are designed to complement one another in pursuit of supporting free and fair elections in countries across Asia. ANFREL is an equal opportunity employer, and welcomes applications from people of all cultures and backgrounds.