



ကညီကုန်သွမ်းလၢဝဲကျိၤ
Karen Education and Culture Department

မူဒါလီၤလၢဟံပနီၣ်ကွဲးဖျါ
(Job Description)

၁.၀- မူဒါလီၤလၢအတၢ်မၤတက့ၢ် (Job Overview)				
လီၤလၢ (Position)	ဝဲၤဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံဖျါဆူ (Reports To...)	ဟံးစုန့ၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
တၢ်ပူၤတၢ်ဒီး တၢ်ဆီၣ်ထွဲတီဆုၤ ပူၤတီခိၣ်ရိၣ်မဲတၢ် (Procurement and Logistics Manager)	န့ၣ်ရဲၣ်ကရူၢ်ဝဲၤဒု (Bureau of the Secretary)	တၢ်ပၤဆုၤရဲၣ်ကျဲၤ ဝဲၤဒုးဝှံၤဝီမူဒါခိၣ် (Administration In-Charge)	နီၣ်တဂၤ (None)	D
၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တိၢ်ဟံ (Purpose)				
၃.၀- မူဒါ,တၢ်ဟံးမူဟံးဒါဒီးမူဒါတၢ်မၤ (Duties, Responsibilities and Tasks)				

၃.၁- မူဒါနီးတၢ်ဟံးမူဟံးဒါခိၣ်သ့ၣ် (Core Duties and Responsibilities)

Planning:

Management:

- Supervise and manages all KECD's logistic team performance to ensure on time- & cost-effective support in terms of logistic needs to KECD as a whole.
- Ensure KECD's logistic need; Supply Chain Transportation, Communication, Infrastructure, Construction and Sanitation are addressed across all programs.
- Ensure logistic works performed smoothly and meet the standard of procedures.

Implementation:

- Checking budget for related activities for each Bureau with finance team.
- Coordinate with Office In-Charge for office requirements.
- Coordinate office communications (refilling monthly phone bill for office).
- To assist finance team going to bank and others as required.
- Record accounts payable and accounts receivable.
- Collecting and checking monthly invoices of office utilities and pay for that.
- Checking every request from every Bureau which are suitable or not with the project policies.
- Discover profitable suppliers, collect quotations for every purchasing materials and negotiating ability of suppliers and clients for choosing the suitable supplier to reduce expenses and improve effectiveness.
- Responsible and provide for all materials requested from each Bureau's activities.
- Buying materials and managing for the deliveries.
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company.
- Checking office needed for top up materials (office supplies and kitchen supplies).

Co-ordination:

- Negotiate with external vendors to secure advantageous terms.
- Follow up the suppliers to received goods in time and communicate with Line Managers/ Coordinators for deliver requested materials.

Supervision:

၃.၂- မူဒါတၢ်မၤအဂ့ၢ်အဂၤတဖၣ် (Other Tasks)

- Regularly **report** verbally and in writing to Supervisor.
- Attend all relevant **meetings and workshops**, as appropriate or assigned.
- Pursue **professional development** opportunities.
- Conduct **other duties** as assigned by Supervisor.

၃.၃- တာ်မးအလီ်အကျဲ (Work Location): တာ်ဆဲးကျိးဝဲးဒါး (Mae Pa Communications Office)

၄.၀- တာ်လိာ်ဘၣ်ပတီ်လၢအကြးအိာ်တဖၣ် (Minimum Requirements)

တာ်ကူာ်ဘၣ်ကူာ်သ့ (Education)	တာ်သ့တာ်ဘၣ် (Skills)	တာ်လဲးဒီဖျိ (Experience)
<ul style="list-style-type: none">Broad training in a related professional field usually acquired through college level education or work-related experience. Bachelor’s degree preferred.	<ul style="list-style-type: none">Fluency in Thai, English and Karen.Ability to implement and follow logistics policies, procedures and criteria.Ability to perform advanced mathematical calculations.Proficient with computer skill such as: Excel, Word, and Power Point.Ability to analyze and interpret data to make recommendations.	<ul style="list-style-type: none">Experience of managing logistics and supply chain operations.Experience of transportation planning and management.Experience of managing teams.Able to work under pressure.Current Thai driving license – minimum two years.

Application Details

Please send your CV and letter of interest to kedctl@yahoo.com, and CC to benloithankornsaku194@gmail.com Closing date of application will be on **October 12th**, 2022.