



**Karen Education and Culture Department**  
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## **KECD Job Vacancy Announcement**

Date: 28/ September / 22

The Karen Education and Culture Department (KECD) is looking for a committed and motivated person to join our team!

**Job Position:** Procurement and Logistic Manager

**Position Level:** Manager (B)

**Work Location:** Mae Pa Communication Office.

**Job Code Number:** N/A

**Part-/ Full-Time:** Full-Time

### **Overview of the Position:**

Main Duties:

#### **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:**

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.

*(See the Job Description on our website for more details of duties)*

Contract Duration:                   Initially 2-years, and extendable.

Payment and Benefits:               A local stipend will be paid, based on skills and experience. This is negotiable depending on skills and experience. A benefits package will also be provided.

**Application Process:**

1. Fill in the “Job Application Form”, downloadable from our website.
2. Submit it to **Bureau of the Secretary Head** by **E-mail: [kedctl@yahoo.com](mailto:kedctl@yahoo.com)**, and **CC to [benloithankornsakul94@gmail.com](mailto:benloithankornsakul94@gmail.com)** **post, hand** before **Wednesday, October 12, 2022**.
3. Short-listed candidates will be invited for an interview and informed of the decision within **One week after the submission deadline**.

KECD is an equal opportunities organization and maintains a non-discriminatory principle in employing people regardless of their defining characteristics, including gender, religious belief, ethnic nationality, social status, age or disability.