



**Karen Education and Culture Department**

P.O. Box 4, Mae Sot, Tak 63110, Thailand

Email: [kedctl@yahoo.com](mailto:kedctl@yahoo.com), Website: [www.kecdctl.org](http://www.kecdctl.org)

## **KECD Job Vacancy Announcement**

Date: 23/ 4/ 25

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

**Job Position:** Procurement and Logistic Officer (1 Position)

**Work Location:** Thay Bay Hta Office or/ Mae Pa Communication Office.

**Job Code Number:** N/A

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

**Overview of the Position:** As a Procurement and Logistics Officer, he/she will support obtaining materials related to project implementation and arranging necessary logistics to ensure timely distribution to the designated site.

### **Core Responsibilities/ Main Duties:**

#### **Planning:**

- Develop monthly and quarterly procurement and logistic plans through coordination with respective Bureau, project focal and Procurement and Logistic Manager.

#### **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.

#### 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.

#### Skills and Requirements

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

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

Contract Duration: Initially 1-year

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 [hr.kecd@gmail.com](mailto:hr.kecd@gmail.com) by **Wednesday, 30<sup>th</sup> April, 2025**.
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.