



# ကညီကုန်သွင်းလုပ်ငန်း Karen Education and Culture Department

## မူဒါလီလီလပ်ပနီကွဲးဖျါ (Job Description)

၁.၀- မူဒါလီလီလပ်ပနီကွဲးဖျါ (Job Overview)				
လီလါ (Position)	ဝဲဒု (Bureau)	ဆွာထီတပ်ဟ်ဖျါဆူ (Reports To...)	ဟံးစုနဲနဲကျဲ (Supervises...)	တပ်ဘူးတပ်လဲ အပတီ (Pay Grade)
တပ်ပူတပ်ဒီး တပ်ဆီတဲထွဲတီဆွာ ပူတီခိနီရိနဲတပ် (Procurement and Logistics Officer)	နဲနဲရှဲကရူဝဲဒု (Bureau of the Secretary)	တပ်ပူတပ်ဒီး တပ်ဆီတဲထွဲတီဆွာ ပူတီခိနီရိနဲ တပ်မူဒါခိနီ / တပ်တီကွဲးမူဒါခိနီ  (Procurement and Logistics Manager/ Project Coordinator)	နီတက (None)	E
၂.၀- တပ်ဖဲတပ်မာတပ်ပညီတီဟ် (Purpose)				
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.				
၃.၀- မူဒါ,တပ်ဟံးမူဟံးဒါဒီးမူဒါတပ်မာ (Duties, Responsibilities and Tasks)				

## ၃.၁- မူဒါဒီးတၢ်ဟံးမူဟံးဒါဒိၣ်သ့ၣ် (Core Duties and Responsibilities)

### 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.

### 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- တ်မအလီအကျဲ (Work Location): တ်ဆဲးကျိးဝဲးဒါး (Communications Office)

#### ၄.၀- တ်လိာ်ဘဉ်ပတီလအကြားအိာ်တဖဉ် (Minimum Requirements)

တ်ကူာ်ဘဉ်ကူာ်သု (Education)	တ်သုတ်ဘဉ် (Skills)	တ်လဲးခီဖျိ (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>

#### ၅.၀- တ်ဟ့ာ်တ်ပျဲ (Approvals)

ဘဉ်တၢ်ကတီၤအီၤလၢ-	လိၢ်လၢ-	မံၤကွဲးစဲ-	မုၢ်နံၤ-
(Prepared By:)	(Position:)	(Signature:)	(Date:)
ဘဉ်တၢ်ဟံၣ်ဂၢ်ဟံၣ်ကျၢၤအီၤလၢ-	လိၢ်လၢ-	မံၤကွဲးစဲ-	မုၢ်နံၤ-
(Approved By:)	(Position:)	(Signature:)	(Date:)
ဘဉ်တၢ်ကတီၤအီၤလၢ-	လိၢ်လၢ-	မံၤကွဲးစဲ-	မုၢ်နံၤ-
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(Approved By:)	(Position:)	(Signature:)	(Date:)