



ASEAN REGIONAL MINE ACTION CENTER

TERMS OF REFERENCE

Position Description

Country:	Cambodia
Office Location:	ASEAN Regional Mine Action Center Permanent Secretariat
Position Title:	Logistician
Reporting to:	Technical Officer—Corporate Affairs
Responsible for:	Providing logistical and procurement support to ARMAC including inventory/fixed asset administration, security management, and procurement of goods and services.

Job Purpose

The purpose of this position is to ensure the logistical and procurement efficiency of ARMAC and its project/program by undertaking the international standard practice of procurement process; and the effective inventory administration, distribution, quality assurance, security and transportation services.

Key Tasks and Responsibilities

Procurement and distribution

- Conduct regular assessment of the logistical need of the Secretariat and its relevant project/program.
- Prepare annual and quarterly procurement plans.
- Obtain quotations, prepare comparative bid analysis and recommendations to purchase
- Undertake the procurement of goods, works and services acceptable to the international procurement practice.
- Arrange delivery of goods and services in a timely and cost effective manner.
- Organize transportation, customs clearance and other formalities for incoming goods to ensure their timely receipt into the coordination office stores and/or warehouses.

Quality Assurance

- Ensure that all purchased goods are of ARMAC standards are fit for the purpose and have appropriate inspection certificates.
- Assist in revising procurement manual from time to time.
- Manage contracts with the supplier, contractor and service provider by ensuring the contract compliance and timely payment.

Inventory Administration

- Develop and maintain supplier/vendor list.
- Develop the inventory lists including vehicles, office equipment, furniture and supplies.
- Responsible for inventory control including regular inventory check, proper tag, maintenance and disposal.

Other administration:

- Assist in organizing the events including inter alias, ceremony, workshop, training, conference and meeting by providing necessary logistical support and other aspects as required.
- Assist in preparing for the audit and provide documents and clarification as required.

Qualifications

Education:	Required	Preferred
Minimum of bachelor degree of business administration, accounting, finance or relevant field	✓	
Good command of English (Reading, Writing, Speaking and Listening)	✓	
Experience:		
Minimum of 3-year experience in logistic and procurement	✓	
Previous experiences with Government, NGOs or IOs, ADB/World Bank/UN/MEF Externally Assisted Projects		✓
Experience with assets management and administration	✓	
Experience with multi-donor projects		✓

Skills:		
Proven skills of procurement and office administration	✓	
Computer skills (word, excel, outlook, PowerPoint)	✓	
Good team player with strong interpersonal/communication skills	✓	
Analytical and problem-solving skills.	✓	
Attention to detail and high level of accuracy.	✓	
Very effective organizational skills.	✓	
Competencies:		
Polite and honest attitudes.		
Initiative and working with minimum guidance		
Willingness to work with flexible time.		
Ability to work under pressure.		