



JOB DESCRIPTION

Employer:	ADRA Lao PDR
Position:	Logistics & Procurement Officer
Reports to:	Country Director
Location:	Vientiane, Lao PDR
Remuneration:	Determined based on qualifications & experience
Expected Travel:	Travel to the field may be expected from time to time
Work Hours:	Monday–Thursday 8am–5:30pm, Friday 8am to 12pm – extended hours required when necessary
Equipment:	Office desk and furniture + laptop computer
Requirements:	Minimum three years’ experience and relevant qualifications
Contract Period:	1 October 2024 to 31 December 2025 with likely extension (based on performance)

Position Summary

The Logistics and Procurement Officer will provide logistical, financial, and administrative support to all ADRA and project staff as and when needed. This may include but is not limited to procuring equipment and materials for admin and projects, providing logistics support, and ensuring all ADRA vehicles are registered, insured, and maintained.

Core Competencies

WORKING WITH PEOPLE

Shows respect for the views and contributions of other team members; shows empathy and compassion; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.

DELIVERING RESULTS AND MEETING INDIVIDUAL’S EXPECTATIONS

Focuses on individual’s needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical, and orderly way; consistently achieves project goals.

RELATING AND NETWORKING

Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.

ADAPTING AND RESPONDING TO CHANGE

Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.

Position Outcomes



1. Procurement and Logistics requests are handled professionally, in a timely fashion and in accordance with ADRA Lao's financial and procurement policies.
2. ADRA Lao's has an improved public profile due to professional conduct and strong relationships of Logistics/Procurement Assistant with suppliers, contractors, and government liaison affairs staff.
3. ADRA admin and project offices are secured and safety measures are in place.

Operational Process Roles

Logistics and Procurement

- Logistics and procurement support provided to all staff including coordinating obtaining quotes, purchasing, and transporting equipment, materials, vehicles, supplies etc. For stationery, 3 quotes are obtained, and a preferred supplier is chosen and contracted for 12 months
- New laptops are procured with licensed operating system, MS Office, and security software installed and fully functional. A 3-months check on all new laptops to be undertaken to ensure they are working well and do not require any maintenance while under warranty. ADRA email and staff signatures are set-up for all new employees and ensure existing staff have correct signatures
- Label all new assets and update inventory list promptly, and undertake an annual inventory check with the Admin Officer and Accountant and make recommendations as to depreciated assets that are not working or unusable
- Relationships are strong with external stakeholders such as banks, suppliers, contractor, mechanics, couriers, and with relevant government ministries (Transport, MOFA) and internally with all admin and project staff
- Travel arrangements and orientation for visitors/volunteer groups/expats/staff are coordinated efficiently and punctually and assistance provided as needed (for example show newcomers where to purchase SIM card, open a bank account, location of supermarket and food markets)
- Collect and pay invoices on time such as telephone company, electricity bills, IT contractor
- Supervise office security guard and ensure office is secured at all times and well maintained with repairs being undertaken promptly
- Fire evacuation plan is revised as needed, training undertaken once a year, and fire extinguishers checked quarterly to ensure they are not out of date
- Storeroom is organised and kept clean
- Village authority coordination is undertaken as needed
- Administration and finance teams are supported with day-to-day operations such as photocopying, scanning, paying bills, going to the bank,
- Internal financial controls and procedures are supported to ensure internal/external audit requirements are met.

Vehicle Responsibilities

- ADRA vehicles are all clean, well maintained and repaired as needed or in line with regular maintenance schedule and all original documentation is kept in vehicle compartment with copy on vehicle file



- Vehicle Register is updated regularly to reflect vehicle registration and insurance have been paid, maintenance and repairs are recorded in order to track vehicle expenditure
- Request letters are prepared in advance for vehicle registration renewals for both Lao and Thailand and processed with relevant government offices
- Vehicles are driven at national office upon request such as taking staff to meetings, transporting visitors from the airport/hotel, collecting mail and freight, procuring supplies/equipment.
- Be an active member for implementing the Green Initiatives and Well-being Projects

Compliance Expectations

The employee is expected, as a minimum requirement, to be familiar with:

- ADRA Lao HR Manual and relevant policies and procedures
- ADRA Lao Finance Policies and Procedures Manual, relevant sections
- ADRA Laos Workplace Health and Safety Policies
- ADRA Laos Safeguarding Policies and Codes of Conduct and Ethics
- ADRA and donor communication and branding policies, compliance, standards and framework.

Key Selection Criteria

- Significant experience in logistics and/or procurement, including good driving skills and practice.
- Experience in planning and prioritizing work and completing it on time.
- Good communication skills and maintain good public relations with all stakeholders (partners, contractors, suppliers). Basic English will be an advantage.
- Friendly, trustworthy, cooperative, punctual, and professional appearance. A willing attitude to help the teams and projects succeed.
- Proven skills in obtaining quotations to procure small to large items.
- Computer skills highly regarded (Excel, Word, Outlook).
- Possess valid Lao Driver's License.