



JOB DESCRIPTION

Employer:	ADRA Lao PDR
Position:	Logistics & Procurement Intern
Reports to:	Admin & HR Senior Officer, Finance Manager
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 one years’ experience and relevant qualifications
Contract Period:	As soon as to 31 December 2025 with likely extension (based on performance)

Position Summary

The Logistics and Procurement Intern plays an important role in providing important support to ADRA’s operations. This position focuses on building and maintaining positive relationships with suppliers while identifying value-for-money supplies for various projects. This role manages the maintenance, registration, and insurance of vehicles (cars and motorbikes). The role demands a high level of integrity, a learning attitude, and a commitment to fostering a positive team spirit while incorporating organizational values.

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 (Performance Indicators)

1. Procurement assignments are handled with a high level of integrity, in a timely fashion and in accordance with ADRA Lao's financial and procurement policies.
2. ADRA Lao's has a positive public reputation among suppliers due to professional conduct and positive relationships with suppliers, and relevant government offices, in line with ADRA's policies, values and mission.
3. ADRA's logistics are overseen with care which includes maintenance, registration, and insurance of vehicles (cars, motorbikes).

Key Logistics and Procurement Tasks

1. Supports logistic needs and travel arrangements and orientation for visitors/volunteer groups/expats/staff.
2. Procurement carried out in line with project needs and ADRA's regulations/policies, including obtaining quotes and preparing support documents for purchasing materials, vehicles, supplies, as needed by projects.
3. Maintain positive and effective relationships with all external stakeholders such as suppliers, mechanics, couriers, and with relevant government ministries.
4. Assist the finance team in registering all new assets and update inventory list and support the Finance/Admin team in conducting the annual inventory check.
5. Supports the Finance/Admin team in other office affairs, such as small repairs, managing ADRA's storage room, paying bills, communicating with village authorities, office security as needed.
6. ADRA vehicles are well maintained and repaired as needed/in line with maintenance schedule.
7. Update vehicles register as needed to reflect vehicle registration and insurance have been paid, maintenance and repairs are recorded to track vehicle expenditure.
8. Prepare request letters in advance for vehicle registration renewals and process with relevant government offices.
9. Perform other tasks as required by the supervisor / finance team.



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
- ADRA Lao National Emergency Management Plan and Safety and Security Plan

Key Selection Criteria

- Experience in logistics and procurement processes, including proven skills in obtaining quotations to procure small to large items.
- Friendly, trustworthy, cooperative (ability to work in a team), punctual, learning attitude, and professional appearance, incl. willingness to reflect ADRA's values and mission.
- Ability to maintain good public relations with all stakeholders (partners, contractors, suppliers).
- Ability to manage work pressure and tight schedules by prioritizing work tasks.
- Sufficient computer skills in MS Excel, Word, Outlook.
- Good Lao communication skills, written and verbally. Basic English will be an advantage.