

Call for Logistics and Admin Assistant (one position)
Terms of Reference (ToR)

1. Position Information

Job Title : Logistics and Admin Assistant

Reports To : Project Manager

Location : Kale

Contract Type : Full-time

Duration : 1 April 2025 to 31 December 2025

Deadline for application : 21 March 2025

2. Background

The Zomi Education Working Group is a grassroots, non-profit organization that aims to create educational opportunities for Zomi children whose education has been disrupted by the pandemic and political crisis. We are seeking a dedicated and detail-oriented Logistics and Admin Assistant to support the efficient operation of our logistics and administrative functions.

3. Purpose of the Role

The Logistics and Admin Assistant will provide essential support to ensure the smooth operation of logistics, procurement, and administrative activities. This role is critical to maintaining organizational efficiency and supporting program delivery.

4. Key Responsibilities

A. Logistics Support

- Assist in the procurement of goods and services, including obtaining quotations, preparing purchase orders, and maintaining supplier records.
- Manage inventory and ensure proper storage and distribution of supplies and equipment.
- Coordinate transportation and travel arrangements for staff and visitors.
- Maintain and update asset registers, ensuring all equipment is accounted for and properly maintained.
- Support the organization of events, meetings, and workshops, including venue booking and logistics.

B. Administrative Support

- Maintain office supplies and ensure the office is well-stocked and organized.
- Assist in the preparation and filing of documents, reports, and correspondence.
- Manage incoming and outgoing mails, emails, and phone calls.
- Support the onboarding process for new staff, including preparing orientation materials and arranging workspace.
- Maintain office records and filing systems, both physical and digital.

C. Financial and Compliance Support

- Assist in processing invoices, expense claims, and payment requests.
- Ensure compliance with organizational policies and donor requirements in all logistics and administrative activities.
- Support audits by providing necessary documentation and records.

Other Duties

- Perform any other duties as assigned by the Project Manager to support the organization's operations.

5. Qualifications and Experience

A. Education

- Minimum of a high school diploma or equivalent. A degree or certification in finance, administration, or a related field is an advantage.

B. Experience

- Not necessary to have an experience in logistics, administration, or a similar role.
- People who have been working with ZEWG, as a volunteer and another role in previous activities, will be given priority.
- Experience working in a humanitarian or development organization is preferred.

C. Skills and Competencies

- Strong organizational and time management skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and basic accounting software.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Attention to detail and problem-solving skills.
- Knowledge of procurement and inventory management processes.

D. Language

- Fluency in spoken Tedim and Burmese
- Communicable written skills in English

6. Key Performance Indicators (KPIs)

- Timely and accurate procurement of goods and services.
- Efficient management of inventory and assets.
- Smooth coordination of logistics for events, travel and transportation of goods and materials.
- Maintenance of organized and up-to-date administrative records.
- Compliance with organizational policies and donor requirements.

7. Reporting and Supervision

- The Logistics and Admin Assistant will report directly to the Project Manager.
- Regular performance reviews will be conducted to assess progress and provide feedback.

8. Work Environment

- The position is based in Kale, with occasional travel to field sites as required.
- The role may require working outside normal office hours during emergencies or peak periods.

9. Application Process

Interested candidates can apply for the position by filling up [this application link](#) by March 21, 2025.

Things to prepare for the application:

- Updated CV/resume, including contact information of 2 professional references.
- Cover letter outlining your suitability for the role (Can be written in Zolai, Burmese and English).

10. Application Timeline:

- Deadline: **21 March 2025**
- Invitation to submit reference letters: **24 March 2025** (Only shortlisted candidates)
- Deadline to submit reference letters: **26 March 2025**
- Interviews for the position: **28 March 2025** (Only who are shortlisted and who submitted reference letters)

If you have any inquiry for clarification about the position, please reach out to us through info.zewg@zomieducation.org or zewg.edu@protonmail.com.