
Ministry of Agriculture, Livestock and Irrigation, Department of Rural Development
National Community Driven Development Project
IDA Grant: H814-MM
Terms of Reference(C113)

Fixed Asset Data Management Assistant
(12 months Contract with extendable condition)

Background and Rationale

The Republic of the Union of Myanmar has received financing from the World Bank towards the cost of its NCDD Project (NCDDP); website: (<http://cdd.drdmyanmar.org>), which is being implemented by the Department of Rural Development (DRD) of the Ministry of Agriculture, Livestock, and Irrigation (MOALI).

The Procurement Unit at the Union Level of the NCDDP Project Management handles the regrouped procurement of goods and items that are distributed to the project staff at the Union level and to all the townships covered by the NCDDP. Not only the procurement and supply distribution of the goods and office equipment to the destination, the management of those items to have well-functioning, inventory management, regular check and maintenance are also the major work load of the union procurement. NCDDP intends to recruit one Assistant Level person with experience in management of fixed asset and office supplies management using the MS office, SAGE 300 or any of relevant software to share those tasks of the union procurement team. The assistant person will work closely with the Union Procurement team in achieving of the above main tasks of the union procurement team and under supervision of the Deputy Director/ Director of Procurement and Logistics. If required, the assistant person may work together with the project IT assistant/ person to verify the technical aspects of the goods and equipment.

Detailed Duties

The Assistant Person must be able to apply any of information management system/ MS software/ SAGE 300 to carried out the following main tasks. He/she is adhered to the duties and responsibilities, including but not limited to the followings;

1. Prepare and/or manage the data entry, data processing and data analysis of inventory list and fixed assets for all aspects of the goods and equipment procured for the project and delivered to the union and township offices.
2. Register and Create code system or serial number for the goods and fixed assets.
3. Prepare the data of project equipment to be delivered (or) for inventory management.
4. Assist in monitoring of the in and out stock information.
5. List and update the information of lost and damage conditions, repair and maintenance records of all goods and assets.
6. Organize and receive the monthly fixed asset reports from the townships and summarize the key factor information for the decision making by the procurement responsible person/s.
7. Prepare relevant inputs into the procurement progress reports.
8. Conduct field visit to the phasing out townships and prepare the information of physical and/or technical check for fixed asset and inventory management.

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9. Assist and participate in the project events, quarterly meetings, union MSR and all other project activities.
 10. Any other duties with relevant to the procurement and project activities that may be assigned by DRD.

Reporting

The assistant person shall prepare the update information of all project goods and equipment and report to the Director. The following deliverables are expected to be completed in due time and submit to the Director/ Union Procurement.

- Updated data/ information of the Goods and Fixed Asset (Monthly)_ the format of data management shall be prepared within the first month of assignment.

Required Qualifications

- Academic degree in Engineering of advance technology or related field.
- At least 3 year working experience in data base management. Familiarity with the fixed assessment management in the donor funded projects is advantaged.
- Additional skills in MS office, SAGE 300 or any of relevant software
- Good command in Both English and Myanmar writing and speaking.
- Report writing and presentation skills.