



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. req58581

(National Only)

Four Core values of IRC

Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

Service

We are responsible to the people we serve and the donors who enable our service.

Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

From Harm to Home

The mission of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. <https://www.rescue.org/>

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying for?	Supply Chain Officer
Number of Opening	1
Who you report to?	Field Manager
Where you work?	Sittwe, Rakhine State
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 th Month Pay + Severance + Leaves Entitlements)
When can you apply?	During 20 June 2020 to 30 June 2025
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse".
What is your Job Scope?	Reporting to Field Manager and overall technical support from senior supply Chain Coordinator, the Supply Chain officer is responsible for working the Procurement Process, Property Asset Management, Vehicle Management and Warehouse Management for program activities at Rakhine.

Major Responsibilities:

Reporting to Field Manager, the Supply Chain Officer is responsible for ensuring the overall handling and management of procurement process, Asset, Vehicle and Warehouse in Rakhine in line with global supply chain policy. Supply Chain Officer must be able to ensure to provide the best support to all program teams. Specific responsibilities include.

- Ensuring that procurement is carried out in accordance to IRC and donor-specific policies.
- Attend all the procurement committee meetings.
- Coordination with Finance, Admin and program departments to ensure integrated internal controls, timely payment of vendors and full, auditable support documentation.
- Ensuring that a transparent and responsive procurement process is implemented and maintained.
- Routine communication, coordination and planning with the relevant requesting staff / programs regarding the order and delivery of supplies.
- Ensuring that all Supplies, services and equipment required are delivered in time.
- Establishment and maintenance of ethical, professional working relationships with suppliers.
- Maintain supplier information for regularly purchased items, and be informed of current local market conditions.
- Support and provide the appropriate trainings for procurement and program staff as required.
- Advise the Snr. Supply Chain Coordinator of procurement-specific issues or improvements.
- Any other duties or tasks delegated by Field Manager
- Manage all assets & inventories of IRC-Myanmar according to IRC policies.
- Check ATC process for all suppliers, staffs & service providers that related to IRC-Myanmar.
- Ensuring update PR status and keeping follow up on Integra System for Supply Chain Database.
- To make market survey by quarterly and ensure update suppliers list.

Expected Deliverables:

- Provide on-time, standard monthly reports to the Sr. Supply Chain Officer.
- Generate and / or maintain an IRC Pre-qualified Vendor database.
- Generate and / or maintain comprehensive price list for goods, services and equipment purchased by IRC.
- Produce routine cash / payment projections for all activities.
- Submit monthly list of commitments to Field Manager.
- Produce routine purchase status reports for Field Manager, Programs and Finance.
- Maintain the IRC Purchase Request Tracking & Metrics system and submit routine reports to the Field Manager & Sr. Supply Chain Coordinator.

Key Working Relationships:

Position Reports to: Senior Supply Chain Coordinator and Field Manager

Position directly supervises: Warehouse Assistant

What should you have?

Education:

- University Degree or Diploma in related field and/or related training course

Work Experience:

- Supply Chain experience for at least 2 years (preferably at International Organization)

Demonstrated Skills and Competencies:

- Must be able to work independently while being a strong team player with proven management and leadership skills.

Language Skills:

- Good in written and spoken English, excellent report writing skills and competent use of PC especially spreadsheets.

Deadline	Application Link
5pm on Manday, June/ 30 /2024.	https://rescue.csod.com/ux/ats/careersite/1/home/requisition/58581?c=rescue
Notes: <ul style="list-style-type: none">➤ I Resume/Application is requested to be submitted in Microsoft Word Format.➤ Please clearly mention the Position and Location you are applying for in the email Subject Line.➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status, or disability. IRC's GEDI, Gender Equality Diversity and Inclusion policy applies to all IRC Staff.➤ IRC practices zero-tolerance against any abusive action. IRC's Child Safeguarding and Adult Safeguarding Policy applies to all IRC staff.➤ Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will result in the termination of the employment contract even after successfully being selected.➤ IRC regrets to inform you that only short-listed candidates will be contacted.	