



The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance. The ICRC also endeavors to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles. Established in 1863, the ICRC is at the origin of the Geneva Conventions and the International Red Cross and Red Crescent Movement. Please visit www.icrc.org for more information.

Buyer

Reference Number: 2505001_YAN_Buyer
Salary Grade: B2
Report to: Country Procurement Manager
Duty Station: Yangon
Application Deadline: 1/06/2025
Start date: As soon as possible

Job purpose

The International Committee of the Red Cross (ICRC) Logistics Unit is seeking a qualified Buyer to be based at its Yangon Office. Under the supervision of the Country Procurement Manager, the Buyer will be responsible for the end-to-end procurement of goods and services required by the ICRC. The role requires strict compliance with ICRC procurement procedures, financial regulations, and the Code of Conduct, ensuring timely and ethical delivery from supply request to final receipt.

Main responsibilities

- Independently handles the full procurement cycle—from requisition to delivery—ensuring compliance with ICRC procedures, financial regulations, and the Code of Conduct.
- Prepares tenders, drafts contracts and amendments, manages the full tender process, and formally informs unsuccessful bidders.
- Maintains relationships with suppliers, negotiates terms and conditions, confirms purchase orders, and ensures supplier registration as per ICRC standards.
- Ensures quality inspection of goods as per contractual terms and addresses any issues related to product quality or quantity with suppliers.
- Generates and tracks purchase orders, ensures proper documentation, submits files to Finance and Logistics, and ensures auditable filing systems.
- Conducts regular market surveys, analyzes pricing and quality trends, and identifies potential new suppliers.
- Verifies invoices, ensures supporting documents are complete, assists in authorizing expenditures, and manages advance settlements accurately and timely.
- Analyzes supply requests, advises on product specifications and quality, and ensures timely sourcing and delivery in collaboration with warehouse and logistics teams.
- Prepares procurement reports and selection tables to support transparent decision-making and respond to internal audit or managerial requests.
- Supports petty cash purchases, contributes to administrative tasks, and promotes a collaborative and efficient work environment.

Requirements and experience

- Bachelor's degree in supply chain management, Business Administration, Logistics, or a related field; a relevant certification (e.g., CIPS, CPSM) is an asset.
- Minimum 2 years of professional experience in procurement or purchasing, ideally within an international NGO or similar sector.
- Demonstrated experience in tendering, contract negotiation, and vendor management, with a strong track record of ethical and compliant procurement.
- Familiarity with procurement policies, financial regulations, and supply chain standards, preferably in humanitarian or donor-funded environments.
- Proficiency in English and Myanmar, both written and spoken; strong communication skills are essential for internal coordination and supplier engagement.
- Previous ICRC experience is a strong asset, particularly in protection and detention work.

Your Profile

- Strongly motivated by humanitarian work, and proactive attitude
- Effective communication, networking and listening skills
- People person and genuine sense of empathy
- Autonomous and adaptable, with ability to interact collaboratively in a multidisciplinary and multicultural team
- Excellent writing and summarizing skills, and good knowledge of digital tools
- Robust organizational and prioritization capacities
- Capacity to exercise discretion

- Capacity to work under pressure and remote environment
- Good understanding of the dynamic affecting Myanmar and its humanitarian consequences

We offer

- A unique and rewarding opportunity to help the victims of violence in a fast-paced environment;
- Initial training and on-boarding organized
- A 12-month contract extendable
- A competitive compensation package including medical coverage and transportation allowances.
- A training opportunity to develop and strengthen the quality of the services provided to our beneficiaries as well as to support our staff members' professional and personal development.

Interested to join us?

Please submit your application (Motivation letter, Curriculum Vitae (CV), relevant certificates, 3 referees and salary expectation) by email (not exceeding 5MB) to:

yan_hr_recruitment_services@icrc.org

Please indicate the Reference Number **2505001_YAN_Buyer** in the email subject.

Kindly send your application no later than **1/06/2025**. Interviews are expected to take place within 2 weeks after the application closing date. Due to the urgency of the position, the ICRC reserves the right to recruit a candidate who matches the required profile before the above deadline and only shortlisted candidates will be contacted.

The ICRC is committed to creating a diverse and inclusive working environment for all its employees. We encourage all qualified candidates to apply, irrespective of ethnicity, race, gender, disability, age, or belief as part of the recruitment policy of the ICRC.

Need further information?

For more information about the position, you are most welcome to contact our Talent Acquisition Team at yan_hr_recruitment_services@icrc.org.

For general information about the ICRC, please consult www.icrc.org and <https://www.icrc.org/en/where-we-work/asia-pacific/myanmar>.