



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. NIL

(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. www.theirc.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?	Emergency Supply Chain Assistant
Number of Opening	1
Who you report to?	Emergency Supply Chain Officer
Where you work?	Mandalay
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 11 th April 2025 to 21 st April 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?	Scope of work: Reporting to Emergency Supply Chain Officer, the Emergency Supply Chain Assistant is responsible for ensuring the overall handling and management of the Mandalay warehouse in line with Global SC policy. ESC Assistant must be able to ensure to provide the best support to program team.

Major Responsibilities:

- Manage and monitor vehicle usage, controlling fuel and ensuring all vehicles are in good condition and always align with IRC policy.
- Manage vehicle assign as per transport request from program/ops team for program deliveries.
- Analyses market conditions and request quotation from suppliers for all office supplies and equipment for programs activities and operation activity

- Prepare payment requests for all procurements & other expenses for both offices and staff house i.e., Fuel, Office Supplies, Rents, Utilities, Communications, other Vendors.
- Prepare monthly Fuel consumption report for vehicle, generators and submit to Emergency Supply Chain Officer
- Tag all assets and inventory and issue equipment to staff.
- Keeping and preparing file records as required by IRC Global Supply Chain manual. Ensuring all required documents is complete, retrievable, and ready to be audited or use as reference.
- Collect data from potential suppliers and potential partners for ATC check.
- Flexible to perform other duties, as appropriate or requested.
- Reporting to be accuracy and timeliness by monthly basis such as procurement Report, Asset Tracking report and Inventory report and Vehicle log sheet report and Carbon usage report to line supervisor.
- To provide estimated price upon program team requested within 2 working days.
- Coordinate with the car drivers to well-functioning within each other for day-to-day fleet management.
- Responsible for vehicles maintenance
- Support supervisor for Market Survey.

Expected Deliverables:

- Provide on-time, standard monthly reports to the direct line supervisor.
- Any additional tasks or extra assigned under delegation of line supervisor to conduct.

What should you have?

Education

- Bachelor's degree in relevant field
- Certificates in Supply Chain sector is an asset.

Experiences

- Minimum 2 years progressive experience in the Supply Chain sector, with supervisory experience preferred.
- Knowledge with emergency response
- Knowledge of generic procurement procedures and practices (IRC or NGO experience advantageous).
- Knowledge with using Enterprise Resourcing Plan systems.
- Experience at least 2 years in warehouse handling.
- Professional experience with INGOs/NGOs and/or international experience is a plus; interest in humanitarian field is preferred.
- Training Experience

Competency

- Strong sense of personal integrity.
- Attention to detail.
- Strong supervisory skills.
- Ability to multi-task.
- Team spirit and problem-solving abilities.

Language Skills:

- Good English language skill (both oral and written)

Deadline	Mailing Address	Email
5pm on Monday, April / 21 / 2025.	International Rescue Committee Yangon Office No. 69/54 (B4), Oak Tha Phayar Street, Kyaikkasan Quarter, Bahan Township, Yangon.	HR.IRCMyanmar@rescue.org
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.		