



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. 57824

(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 Manager
Number of Opening	1
Who you report to?	Emergency Supply Chain Coordinator
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 Coordinator, the Emergency Supply Chain Manager is responsible for the efficient coordination and management of procurement functions for IRC's office in Mandalay for earthquake response activities. Supply Chain Officer must be able to rapidly procure supplies, services and equipment, whilst ensuring best practices and maintaining audit-compliant records.

Major Responsibilities:

The Emergency Supply Chain Manager has responsibility for the coordination and support of Supply Chain & logistics activities. The post-holder is responsible for effectively managing all supply chain & logistics staff in the Office in Mandalay, supporting emergency response activities in Mandalay, Sagaing Region and southern Shan. And the post-holder needs to ensure

managing procurement, transport, assets and stocks, and vehicle fleets support to all IRC projects in the region.

Compliance

- Monitor the policies and procedures to ensure that they are kept updated and relevant to the in-country situation and IRC programming requirements.
- Ensure that compliance with policies is documented through systematic and random verifications of policy implementation and Procurement records, based on a schedule agreed with the Emergency SC Coordinator
- Provide consistent and constructive support to other departments to ensure compliance with policies and procedures.
- Promptly inform Emergency SC Coordinator of any areas of concern of potential or suspected violations of policies and procedures.
- Ensure there is no negative audit observations/findings related to Procurement. If required corrective actions plans are developed & implemented to address audit findings.
- Ensure that issues of compliance are standardized across all field sites.

Procurement Management

- Responsible for creation and management of list of Authorized Suppliers in the Integra, using IRC's selection and pre-qualification processes. Update list on a regular basis and circulate to relevant staff.
- Responsible to manage the approved Item Requirements/PR through Integra system
- Responsible for providing relevant information (supplier references, site visits, historical data, and anti-terrorism compliance) to the MDM for ATC check
- Manage Contracted and Authorized Suppliers (MPA/MSA) in terms of quality, delivery time, value for money, etc.
- Organize to conduct regular market surveys in key procurement categories to ensure that IRC is receiving the best value for money.
- Focal point for all tender procurement process.
- Supervise preparing Requests for Proposal and manage contract/tender processes.
- Implement Master of Purchase Agreement (MPA)/ Master of Service Agreement (MSA) in the assigned area as guided by Emergency SC Coordinator

Training & Outreach

- Organize supply chain training for non-supply chain staff on a regular basis.
- Ensure supply chain staff are trained and well-practiced in procurement policies and procedures as well as other relevant technical.
- Develop and maintain an effective orientation package and ensure that new staff members are appropriately orientated on procurement policies and procedures in a timely manner.
- Ensure that the Procurement team maintains cooperative relations with other departments and interacts with them in a positive manner.
- Identify training needs for Procurement staff and make recommendations to the Emergency SC Coordinator
- Ensure that capacity building of all supply chain staff is done through

training, on the job learning, sharing, lessons learnt and on-line.

Staff Supervision

- Set clear performance objectives for staff, supervisee and ensure that they are understood.
- Conduct interim performance reviews and hold one-to-one feedback discussions with staff that you supervise on a regular basis to ensure that performance objectives are being met.
- Conduct performance evaluations for staff that you directly supervise and manage poor performance and disciplinary issues in accordance with IRC HR policies and procedures.
- Ensure that supply chain staff annual leave is tracked and planned in advance and that there is sustainable coverage and backup for staff going on leave.
- Review and approve/endorse timesheets of SC staff on a monthly basis and travel and leave requests when the requests are made.

Transport Management

- Work with the Emergency SC Coordinator and in consulting with technical supervisor (Sr. Supply Chain Coordinator, YNN) to design a suitably staffed and equipped transport function to support the IRC's vehicle operations and policies.
- Implement and direct IRC standard Vehicle policies and procedures, with particular attention to safety and security issues.
- Manage and be accountable for the vehicle fleet, ordering and inventory management of all vehicles related parts and consumables, including fuel.
- Supervise ESC Officer to evaluate, manage, and monitor drivers.
- Supervise ESC Officer to Ensure the correct and timely routine maintenance and repair of IRC vehicles and generators.
- Ensure that all vehicles carry the required on-board documentation and that all documents are kept current (including insurance).
- Inspect and record condition of vehicles, by maintaining weekly checklists file and ensuring that Vehicles logbooks are accurately filled.
- Carry out regular training to all drivers on basic vehicle mechanic skills, daily vehicle inspection, drills on safety driving, defensive driving, use of drugs, alcohol etc.
- Signing on vehicle fuel forms for refueling and keeping accurate records and monitoring system on fuel consumption.
- Work with the Emergency SC Coordinator to ensure that vehicles are prepared for routine and emergency security requirements.
- Ensure that all vehicles are secure when not in use.
- Be familiar with local regulations / laws.
- Any other duties assigned by the supervisor (Emergency SC Coordinator)

Warehousing and Inventory Management

- Understand, implement and / or maintain standard IRC inventory management policies and procedures.
- Oversee the management of Pharma and non-food item warehouse to ensure the receipt, handling, storage, release and reporting of goods properly through Integra and paper records. p
- Inform the Emergency SC Coordinator of potential inventory

shortages and get advice from the Sr. Supply Chain Coordinator for technical support.

- Ensure the maintenance of warehouse building(s), fittings and equipment.
- Implement and ensure clear safety procedures.
- Implement and ensure clear loading / unloading procedures, correct stacking and turnover (FIFO) procedures.
- Advise the Emergency Supply Chain Coordinator of warehouse-specific issues or improvements.
- Maintain the Warehouse activity book recording all outgoing and incoming receipts and activities.
- Update as per IRC requirements, the Asset register, Asset inventory list and expendable store inventory list and produce monthly reports.
- Keep an accurate and up-to-date record of the store contents and inward and outward movement of goods in the warehouse register or stock cards.
- Monitor security of IRC's storage and supplies.
- Prepare a monthly report for the expendables store outlining all stock movements and remaining balances.
- On a monthly basis, work with the Supply Chain team to reconcile the Warehouse register in the Asset tracking sheet and equipment issuance forms.
- Update the stock record cards regularly.
- Conduct routine inventory inspection and submit report to the Emergency SC Coordinator in a timely manner.

Expected Deliverables:

- Follow up with relevant units, internal or external, on documents and ensuring all procurement records are complete and accessible.
- Monitor procurement records to ensure that each procurement request is fully and clearly documented according to IRC policy.
- Prepare monthly Purchase Request Tracking report and consolidate all Purchase Request Tracking from Country field office reports. Share report with Emergency SC Coordinator, Supply Chain Coordinator, and other internal departments as required.
- Analyses Purchase Request Tracking (PRTS/PR Audit Log) in order to ensure that all procurement is carried out efficiently and in a timely manner.
- Prepare Finance-related reports such as Cash Projections and BVAs.
- Provide on-time, standard monthly reports to the Emergency SC Coordinator, including fuel consumption report, maintenance report and any other reports requested.
- Well maintained fleet and good filing system for all vehicles and all procurement processes
- Generate and / or maintain a comprehensive price list for frequently purchased items.
- Maintain full and accurate inventory records for warehouses, assets, and furniture.
- Undertake (documented) monthly and ad-hoc physical inventory checks.
- Conduct documented quarterly job performance reviews of Supply Chain staff, providing appropriate feedback and clear objective

setting.

- Maintain full and accurate inventory records and in which according to IRC record keeping SOPs.
- Undertake (documented) monthly and ad-hoc physical inventory checks.
- Conduct documented quarterly job performance reviews of Warehouse staff, providing appropriate feedback.
- Conduct bi-annual SCAT (supply chain assessment tool) and report to direct report for any requiring improvements.

What should you have?

Education

- University degree, Diploma in Supply Chain Management/ Business Management or related field experience will be better access.

Experiences

- Experience in administration and supply chain management, with not less than 5 years as Procurement / Supply Chain Manager or similar position, 3 years of which must have been spent working with an international NGO/ UN.
- knowledge with emergency response
- Knowledge of generic procurement procedures and practices (IRC or NGO experience advantageous).
- Knowledge of using Enterprise Resourcing Plan systems
- Familiarity with major donors and local regulations / laws advantageous.
- Experience in procurement, at least 5 year in a supervisory capacity.
- Minimum 5 years progressive experience in the Supply Chain sector, with supervisory experience preferred
- 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
- Ability to write narrative and analytical spread sheet reports.
- Proven computer literacy in MS-Word, MS-Excel MS-Access or related programs required.
- Ability to plan, prioritize, coordinate and perform multiple tasks simultaneously.
- Experience with emergency context and response experiences
- Ability to work under pressure and multicultural context.
- Willingness to work extra hours in emergencies.
- Willingness to travel to the field.
- Systems oriented individual
- Good team player
- Strong commitment on agreed plan and activities.

Language Skills:

- Good English language skill (both oral and written)

Deadline	Application Link
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5pm on Monday,
April / 21 / 2025.

<https://rescue.csod.com/ux/ats/careersite/1/home/requisition/57824?c=rescue>

Notes:

- 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.**