



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. 57826

(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 Officer
Number of Opening	1
Who you report to?	Emergency Supply Chain Manager
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 Manager, the Emergency Supply Chain Officer 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:

- Ensuring that procurement is carried out in accordance to IRC and donor-specific policies.
- Ensure the procurement process is carried out through Integra with data accuracy.
- 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, maintained and demonstrate value for money in procurement
- Routine communication, coordination and planning with the relevant requesting staff / programs regarding the order and delivery of supplies.
- Ensuring that all Supplies, services and equipments 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.
- Manage Procurement staff , Emergency Supply Chain Assistant to support program team's program deliveries safely and effectively.
- Advise the Emergency Supply Chain Manager for procurement-specific issues or improvements.
- Any other duties or tasked delegated by the supervisor.
- Collect monthly transport reports from field offices and compile and submit to Emergency Supply Chain Manager and YNN SC department.
- 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.

Expected Deliverables:

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

What should you have?

Education

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

Experiences

- Knowledge with emergency response
- Knowledge of generic procurement procedures and practices (IRC or NGO experience advantageous).
- Knowledge with using Enterprise Resourcing Plan systems.
- Familiarity with major donor and local regulations / laws advantageous.
- Experience in procurement, at least one year in a supervisory capacity.
- Minimum 3 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.

Language Skills:

- Good English language skill (both oral and written)

Deadline	Application Link
5pm on Monday, April / 21 / 2025.	https://rescue.csod.com/ux/ats/careersite/1/home/requisition/57826?c=rescue
<u>Notes:</u> <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.	