



**Field Logistics Officer**

**Date: 21<sup>st</sup> May 2025**

We are currently recruiting a Field Logistics Officer position, directly reporting to Senior Program Coordinator.

**This position is based in Taunggyi, Southern Shan State, travel to implementation areas if needed.**

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

#### **About Relief International**

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

#### **Main purpose of the role**

Under the direct supervision of Senior Program Coordinator and technical support of Field Logistics Coordinator, Logistics Officer provides necessary assistance to ensure the implementation of various aspects of logistics tasks and ensure smooth and efficient operations with the supply chain. The Logistics Officer will be responsible for coordinating and managing logistical operations supply chain needs/ requirements of the project including all procurement, implement logistics activities, providing technical support to implementing agencies, to ensure the timely and efficient operations.

#### **Key Responsibilities**

##### **Accountability and Complexity**

- To ensure seamless and prompt logistics systems from initial requests to purchase, prioritizing needs of community and program team.
- To ensure all procurement processes are in compliance with RI policy and procedure.
- Issue assets to staff as needed, ensure staff fulfillment for return of assets, reporting as needed.
- Ensure that vehicles are maintained in a good, serviceable and safe condition, routine checks and regular services are done in timely manner.
- Ensure RI vehicles are taxed, insured, valid license and have the required documentation.
- Ensure the safety materials of vehicle are in right place and coordinate with driver to make sure that car, motorbikes are in proper working order
- Oversee the transportation, storage, and handling of supplies, adhering to safety and security protocols.
- Ensure the training; meeting; workshop; events venue is well equipped, with all required resources for an effective session.
- Issuing monthly office electric bill and others.

##### **Logistics and Procurement**

- Check accordingly and review on logistics and procurement documentations.
- Provide necessary assistance on any local logistic procedures to improve efficiency.

- Be proactive to promptly advise senior management on logistics issues.
- Assist the team and procurement processes are functioning well.
- Keep a logistics calendar as needed to ensure processes are handled in a timely manner.
- Keep all logistics, procurement and utilities are filed appropriately.
- Pharmacy Management/ Transportation/ Distribution/ consumption plan follow up/ Logistics Data entry/update for Pharmacy and NFI kits, shelter kits.
- Pharmacy and NFI items management follow up and stock report of base office as per donor guidelines

#### **Supply Chain Management**

- Manage the supply chain process, including demand forecasting, procurement planning, and inventory management.
- Establish supply chain systems to ensure the continuous availability of program-related materials.
- Follow up on contracts for the Shan team related to office and vehicle payment plans.
- Monitor the quality of procured items according to standards and guidelines.

#### **Inventory and Stock Management (warehouse, pharmacy)**

- Assist tracking and inventory control system of RI/donor assets, supplies and goods.
- Arrange all inventories and supplies are organized for efficiency and neatness in Warehouse.
- Check physical verification of assets, equipment and inventories as required by RI
- Assist on developing reports of inventories and assets to RI Regional or donors as needed
- Assist a relinquishment/ disposal process in accordance with RI and donor policies (for assets returned to donor or retired).
- Check through with monitoring checklist on office assets and inventory in field office.
- Arrange control movement of equipment and assets into the field.
- Establish and maintain a logistics filing system to include all equipment manuals, Maintenance schedules and logs documentation (e.g. waybills).
- Cross checking data and feed-backs with team and partners (e.g; distribution lists to the beneficiaries)
- Quarterly physical stock check and giving alert on damaged items, expired drugs to supervisor.
- Need to be sure pharmacy management according to guideline by supporting of direct supervisor

#### **Vehicle and Fleet Management**

- Advise on spare part stock management, adequate stock levels and creating procurement plans for spare parts
- Check fuel consumption records at all sites for all vehicles and equipment to ensure consumption levels are within acceptable limits. Flag up and investigate any abnormal fuel consume
- Advise and investigate on any vehicle faults/damages, accidents and incidents.

#### **Communication and Reporting**

- Maintain efficient communication and relation with potential suppliers.
- Immediate report on gift in kind donation report
- Provide related information data for quarterly inventory, and monthly in-kind donation report.
- Work with Operations, Admin and IT colleagues to ensure all office equipment, computer equipment, utilities are proper functioning and have good maintenance.
- Submit report to the Logistic Department Logistics Coordinator/Deputy Programme Manager (Operation support) on monthly basic.

#### **Assessment and Emergency Humanitarian Response**

- Supporting and coordination of logistics team for assessment
- Contribute to the development of work plans for any supply chain related matters
- Serve on humanitarian and emergency response team

### **Transportation Arrangement**

- Arrange safe transportation of all program-related items to target areas, ensuring on-time delivery.
- Arrange staff travel and accommodation smoothly and cost-effectively in collaboration with the program team.
- Conduct regular assessments of transportation routes for safety and security.

### **Event Arrangement**

- Arrange training; meeting; workshop; events sessions, including location and virtual platform arrangements.
- Prepare necessary resources, including training materials, tools, and equipment.

### **Administration tasks**

- Regular arrange internal & external meeting supporting.
- Regular arrange and support office supply, commodity and utility.
- Undertaking overall office management.
- Undertaking Setting up office place for new arrival staff.
- Phone bill and staff visibility item distribution

### **Networking and Partner Coordination**

- Coordinate with admin and liaison officer for regular updates on guesthouse, hotel assessments, and accommodation arrangements.
- Communicate and provide technical support to partners' logistics focal points to ensure timely delivery of goods and update asset registers.
- Conduct regular monitoring visits and supportive trips to partner sites.
- Prepare and submit monthly reports, including stock status, distribution updates, and operational challenges with action plans.
- Provide data for quarterly inventory and monthly in-kind donation reports.

### **Confidentiality and Compliance**

- Adhere to confidentiality requirements and ensure understanding of program activities.
- Support human resource management with the direct and technical supervisors.
- Support administrative tasks as required by the office operations system.
- Stay informed about security situations in Shan State and be prepared for emergency support.
- Perform any other tasks assigned by the supervisor.

### **Supervision**

- Undertaking direct supervision on 3 Security Guards for their Daily routing & Work plan, Leave, Handover & Delegation, Performance driving.
- Undertaking direct supervision on 3 Drivers for Daily routing & Work plan, Leave, Handover & Delegation, Security timeline, Performance driving.
- Undertaking direct supervision on 1 Office helper for their Daily routing & Work plan, Leave, Handover & Delegation, Performance driving.

### **Management and leadership:**

- Ensure the highest standards of behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Be a model for ethical conduct standards for other team members

- Embrace diversity, and model inclusive and equitable behaviour.
- Ensure own actions and the actions of the teams' members they manage do not adversely impact the safety of the RI team and the vulnerable communities we serve
- Ensure donors, partners and communities are aware of RI conduct and reporting mechanisms
- Ensure safeguarding is embedded in all the work we do
- Be responsible for ensuring a culture and systems in place for reporting
- Report any concerns

#### **Behavior and conduct**

- Ensures that behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns

#### **About You**

You will bring the following experience and skills

#### **Essential:**

- University degree with a minimum of 3 years of INGO field experience or related field
- Suitable knowledge on technical supply chain support. (Preferable to have same experiences in NGOs/INGOs and UNs)
- Proficient skills in supply chain management
- Good both in written and verbal communication
- Able to work with flexibility and extended time if necessary
- Proficient in computer skills and use of relevant software and other app
- Integrity and transparency and honest
- Open to receive suggestion and comments as a learning point from others.

#### **Desirable:**

- Using Fixed Asset Management Software

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

**How to apply :** To apply for this post, click on the "[link](#)" button in the job advert page and send to [hrrmm@ri.org](mailto:hrrmm@ri.org), quoting "Field Logistics Officer, Taunggyi" in the subject line. **Closing date: 4<sup>th</sup> June 2025**

- You will be asked to upload a CV and Cover Letter.
- The cover letter should be at least one page; three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.