



(Vacancy Announcement)

Logistics Facility Supervisor- 1 Position

Job Level – (H.2)

Duty station – Mandalay, Myanmar

Duration: 8 Months (possible extension)

VA :2025-HI-014

Organization:

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

In emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid. HI works to meet the needs and defend the rights of children, women, and men with disabilities.

Since its creation in 1982, HI has gone on to work in around 60 countries worldwide. Our work has benefited several million people.

Humanity and Inclusion in Myanmar

In Myanmar the first operations date back to 2008, following cyclone Nargis. The emergency response program closed at the end of the response operations. In 2013, HI reinstalled an intervention program, and focused on activities in its core sectors of interventions: promoting inclusion and responding to the needs of persons with disabilities including landmine victims.

HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:

- **Emergency Response** – Basic Needs and Inclusive Humanitarian Action
- **Armed Violence Reduction** – EORE, Contamination Impact surveys and Victim Assistance Efforts
- **Inclusive Health** – Rehab, MHPSS, Early Childhood Development and Access to Services
- **Inclusive Preparedness** – Disaster Risk Reduction and Logistics Analysis
- **Inclusive Opportunities** – Inclusive Education and Inclusive Livelihoods

In 2024, the HI Myanmar / Thailand program will be integrated into the HI Southeast Asia program, gathering Cambodia, Lao, Vietnam and the Philippines.

For more information on the organization, please see:

- Humanity and Inclusion website: <https://www.hi.org/en/index>
- the online presentation of the organization: <https://www.youtube.com/watch?v=3p2OWI6T3AY&t=127s>
- Follow us on Facebook: <https://www.facebook.com/HIMyTh/>

Humanity & Inclusion encourages qualified people with disabilities or chronic illness and women to apply. We commit advancing inclusive workplace to remove barriers and to the full and equal participation in the workforce. We commit to provide equal employment opportunities, reasonable

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accommodation in workplace to all employees and qualified applicants, regardless of Nationality, gender, religious and ethnic backgrounds, including people with disabilities.

Main objective of the position:

Reporting to the Logistics manager, the Logistics facility supervisor ensures the efficient management of services to HI personnel for the country under his/her responsibility. He or she is the point person for the logistics/facility manager and as such informs him or her of any problems that fall within his or her remit and suggests solutions.

He/she ensures the optimal management of equipment. He/she implements the strategy, including the scheduling of repairs and maintenance to ensure that all equipment is in excellent working order. He or she is a key player in the rollout and implementation of HI's logistics standards, which consists in reworking the positioning of logistics at HI and affirming the professional development principle. He or she participates actively in the phased reorganisation of HI in the field as part of the ROOTS project.

Missions / Responsibilities

Mission 1 : Management

- Manager as a role model: embodies HI's values on a daily basis.
- Manager as coach for meaning: understands the strategy, makes it explicit, translates it into operational objectives for his or her team, leads the necessary changes. Gives meaning to each management action. Encourages inter and intra departmental exchanges of practice. Encourages innovation and risk-taking.
- Operational manager: organises the operational management of his or her team, structures the work around identified processes, steers performance and facilitates the resolution of problems.
- Manager 1st HR& Coach: contributes to the development of his or her staff, creating the conditions for their commitment, professionalism and attachment to HI. Ensures compliance with the code of conduct of institutional policies, the state of mind and the expected individual and collective behavior
- Ensure that HI policies and procedures related to HI vehicles are applied and respected (Myanmar Security Plan, Internal Regulations, Adapted Fleet Management Procedure, Travel Policy, etc.),
- Provide training and refresher training to HI staff on policies and procedures related to HI vehicles,
- Ensure that security rules are strictly applied and respected (helmet wearing, seat belt wearing, speed limits, etc.),
- Follow-up and manage the maintenance and reparation of HI vehicles in Mandalay,
- Prepare, on a monthly basis, the summary of fuel consumption for HI vehicles as well as the Vehicle Monitoring Chart (VMC) for Mandalay, submit these documents to the Logistics Manager for approval according to the approved time schedule,
- Keep track of vehicle license and insurance dates and send it for renewal before it expires,
- Be in charge to prepare incident report in collaboration with the concerned staff when HI vehicles are damaged,
- Ensure that log-books (car and motorbike) are correctly filled in by HI vehicles' users,
- Ensure that new authorized drivers (HI driver and international staff) perform a driving test before using HI cars,
- Ensure that drivers of HI vehicles have a valid driving license,
- Ensure the follow-up with the insurance company (report of accident, request of reimbursement, etc.),
- Archiving for the fleet documentation,

- Follow the vehicle rental procedure if needed to rent vehicle.
- Be Budget Holder for vehicles and travel costs in Mandalay.
- Assist the Supply chain management accordingly, if needed.

Mission 2: Participates in the definition of the logistics section of the StratOp and implements the action plan for facilities management

- STRATOP: contributes towards the drafting, revision and implementation of the Operational Strategy (StratOp) within his or her field of activity and geographical area and in line with objectives;
- RISKS: produces and updates the risk map for his or her area of responsibility and proposes and implements corrective mitigation measures;
- INCIDENTS: produces incident reports for his or her sphere of responsibility;
- INDICATORS: produces and compiles the data in the facilities management dashboard for his or her geographical area;
- Updates the Building Monitoring Chart for HI premises in Mandalay,
- Be the focal point for problems that arise in HI premises (HI offices and staff accommodations) and propose and/or provide effective solutions to those problems,
- Be responsible for the reparations and the maintenance of HI premises and storage facilities,
- Ensure the follow-up with the insurance company in regards with HI premises (report of accident, request of reimbursement, etc.),
- Supervise the work done by external service providers (maintenance and reparation of HI premises),
- Ensure that entry inventory and exit inventory are systematically done for HI premises (offices and international staff accommodation),
- Ensure the respect of safety measures within the office and provide related refreshing session especially to guards (office closure, use of the generator, use of fire extinguisher, etc.),
- Supervise the renewal of expired safety equipment/items (fire extinguishers, first aid kits, etc.),
- Participate to the fitting-out of HI office in Mandalay when there is a new organization of the office space,
- Participate to the assessment of any potential new offices based on HI standards,
- Prepare the annual inventory of equipment in HI premises (offices and international staff accommodations),
- Ensure deposit are reimbursed by the landlord before ending the rental agreement.
- Anticipate the arrival of new staff and make sure that her/his work-station is ready with the necessary working equipment (laptop/desktop, phone, etc.)
- Ensure that HI premises (office, staff accommodation) are equipped with reliable internet connection, anticipate any situation that could impact the quality of the connection and identify solution,
- Be Budget Holder for offices in Mandalay
- Assist the Supply chain management accordingly, if needed.

Mission 3: Deploys HI's standards and contributes to it expertise and accountability within his or her remit:

- STANDARDS: applies HI standards for his or her entire professional field with regard to policy, processes and tools;
- LOCAL ADAPTATION: participates in adapting and contextualising these standards to meet local conditions and regulations;
- INTERNAL CONTROL: implements internal control in his or her fields of activity;

- **ACCOUNTABILITY:** applies internal rules and the rules of institutional donors in his or her fields of activity

Mission 4: Operational implementation of logistics

4.1 Diagnostic phase – Contextual analysis:

- Participates in analysing the program’s logistics context (evaluation of logistics capacities, table of logistics problems);

4.2 Design phase – Resources planning:

- Identifies the material resources necessary for ensuring the project’s feasibility;
- Participates in structuring the human resources concerned by facilities management

4.3 Design phase – Resources planning:

- Plans all the means necessary for the optimal management of equipment in his/her fields of activity and geographical areas.

4.4 Implementation phase - Coordination:

- Evaluates and adjusts the resources and their distribution according to the needs.

4.5 Closure phase

- Implements the on-site storage of archives or their transmission to HQ;
- Implements the return/donation of material;
- Provides the data needed to prepare the financial reports

Mission 5 : Facilitation of the profession sector

- Contributes to the facilitation of the profession sector in his/her geographical area (community of practice)
- Monitor and follow up HI material, furniture and equipment’s in HI premises,
- Relay Equipment update to Coordination Facility Supervisor for update of Equipment Monitoring Chart (EMC)
- Do a physical inventory update of all HI equipment and material every six months,
- Prepare and supervise the planning of his/her team (it includes the follow-up of leaves and absences),
- Give guidance (training and coaching) to his/her team,
- Setup of annual objectives and the appraisal and of his/her team,
- Assist in the implementation of the procurement management
- Support the logistical organization of project seminars and training.
- Act as backup resource during surge of activities, or leaves/gaps of other logistics team members in Mandalay.

Mission 6: Emergency Preparedness and Response Responsibilities

- Leads the emergency preparedness actions in his/her department and, in case of emergency, reorganizes the priorities of his/her team according to the humanitarian imperative, in order to ensure HI’s quick and efficient response.

It is expected that the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.

Due to the developing and volatile situation in Myanmar and emergency nature of the programmatic response, the position holder’s responsibilities may evolve as per programmatic needs.

Duty Station : Mandalay
Line Manager of the position holder for : Logistics Manager
Position holder is Line Manager for : N/A
Position holder is technical referent for : N/A

Required Qualifications

Qualification:

- Bachelor's degree in logistics, business administration or relevant field is required. Master's degree in Logistics, Supply Chain Management or related field is preferable.

Experience:

- A least 3 years of working experience in related to logistics, fleet management, inventory procurement, stock management, and transportation functions is required, preferably with international INGOs or NGO in emergency situations.
- Good interpersonal communication skills is an advantage.
- Experience working in multidisciplinary context is an advantage.

Languages Skill:

- Good level in English and Myanmar languages, both in written and Oral is required.

HI SALARY RANGE SOCIAL BENEFITS:

Approximate Basic Salary: **(2,503,900MMK to 2,994,390 MMK)**

Social and Other benefits: HI Medical Reimbursement, 13 months bonus, Seniority bonus, Public Holidays, Leave benefits (Annual leave, Sick leave, Maternity leave, Paternity leave), Monthly Medical Allowance + Travel allowance, Communication allowance per month.

HI is committed to protecting children and vulnerable adults from harm. All staffs are expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.

“HI is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, colour, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. Qualified women are strongly encouraged to apply for this position.

The successful candidate will be required to complete a self-declaration form to help verify their suitability to work with children.

Send applications to: recruitment@myanmar.hi.org (CV + cover letter).

Please write: “**VA: 2025-HI-014_Logistics Facility Supervisor_ Mandalay**” in subject.

Deadline for the submission: **9th May 2025 (5:00 PM) MMT.**

Only shortlisted applicant will be contacted for a written test and interview. Qualified applicants may be contacted on a rolling basis before the closing date, it is encouraged to apply early. After closing date, applications are not considered.

HI is an organization that takes a Zero Tolerance stance on sexual exploitation, abuse, harassment and intimidation, fraud and corruption. The selected candidate must agree to adhere to and respect these policies which are available on this link: <https://hi.org/en/institutional-policies>

HI has also set up a rigorous, transparent and inclusive mechanism for the escalation and management of complaints. Any report can be sent confidentially and securely to this email <https://secure.ethicspoint.eu/domain/media/en/gui/105781/index.html>.