

## VACANCY ANNOUNCEMENT (Tdh-015-2025)

<b>Position</b>	: <b>Logistics Assistant – Earthquake Emergency Response</b>
<b>Project</b>	: Emergency Humanitarian Assistance for Earthquake-Affected Communities
<b>No. of position</b>	: (2) positions
<b>Location</b>	: Mandalay, Myanmar (with frequent travel to Yangon Coordination Office and project sites)
<b>Duration</b>	: Six months (Possible extension based on fund available)
<b>Supervisor</b>	: Logistics Officer

**Terre des hommes (Tdh)** is the leading Swiss child rights organisation. Since 1960, Tdh stands together with children to uphold their rights, protect their lives and improve their well-being with a focus on those most exposed to risks. Tdh is making a positive impact in children's lives through innovative programmes focused on health, migration and access to justice. Active in more than 30 countries, Tdh works with its own teams and/or local and international partners. In 2023, Tdh supported 2.1 million children and members of their communities, and trained people who in turn supported a further 3 million people.

For more detailed information, please visit our website at:

<https://www.tdh.org/en> and <https://www.tdh.org/en/digital-library/documents/two-pager-myanmar>

### Overview:

The Logistics Assistant will provide critical support to emergency relief operations in Mandalay, ensuring efficient procurement, warehousing, and distribution of life-saving supplies to earthquake-affected communities. This role requires a detail-oriented, flexible team player who can thrive in fast-paced environments while adhering to humanitarian standards and organizational protocols.

### **MAIN RESPONSIBILITIES:**

#### **1. Emergency Procurement & Supply Chain Support**

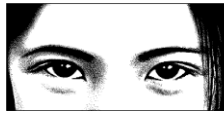
- Assist in procuring emergency items (shelter kits, medical supplies, food, etc.) following humanitarian procurement guidelines.
- Support supplier vetting, price negotiations, and documentation for transparency.
- Tracked orders and updated procurement follow-up data to ensure timely delivery.

#### **2. Warehouse & Inventory Management**

- Maintained accurate records of incoming/outgoing relief supplies using inventory tools.
- Conduct weekly/monthly stock reconciliations and report variances to the Logistics Officer.
- Ensure compliance with safety standards (fire prevention, pest control, ventilation).
- Supervise casual laborers during loading/unloading, enforcing PPE and stacking guidelines.
- Prepare pre-audit documentation (GRNs, waybills, donation certificates) for donor compliance.

#### **3. Transportation & Distribution Assistance**

- Coordinate with drivers and partners to schedule deliveries to affected areas.
- Assist in field distributions, ensuring compliance with safety protocols.



- Document distribution lists/stock releasing and beneficiary receipts.
- Assist the logistics officer with vehicle movement, reporting, and staff travel records.

#### 4. Compliance & Reporting

- Financial Verification: Cross-check invoices, delivery notes, and payment requests against procurement records to ensure 100% accuracy before Finance processing.
- Documentation Management: Maintain a systematic digital/physical filing system for all logistics documents (waybills, Goods Received Notes [GRNs], contracts, assistance in bid analyses) to ensure full audit readiness per Organization/Donor guidelines.
- Reporting: Compile and submit detailed weekly reports on stock levels, distribution progress, and transportation challenges to the Logistics Officer, highlighting urgent gaps or delays.
- Compliance Monitoring: Proactively flag discrepancies (e.g., missing signatures, overstocking) and propose corrective actions to mitigate risks.

#### 5. Team Support & Safeguarding

- Supervise casual laborers/volunteers during warehouse operations.
- Uphold Child Safeguarding, Anti-Fraud, and PSEA (Prevention of Sexual Exploitation and Abuse) policies.
- Report operational risks or violations immediately.

#### 6. Emergency Flexibility

- Deploy to field sites at short notice to support urgent response needs.

#### 7. Values

- In his/her professional activities, adhere to the core values of Tdh: commitment, ambition, respect, and courage.

#### 8. Child Safeguarding Policy and Operational Risk Management

- Comply with the Global Code of Conduct and Child Safeguarding Policy of Tdh.
- Report any observed breaches of this policy during professional activities, including proven or suspected offenses and preventive breaches.
- Commit to other Risk Management Policies, including the Safety and Security Plan, Anti-Fraud Policy, and Whistleblowing Policy.
- Ensure the best possible implementation of Terre des hommes-Lausanne risk management policies in Myanmar.
- Inform the line supervisor and focal persons and address any cases, allegations, or potential transgressions of Tdh Risk Management Policies.

#### 9. Other Duties

- Undertake additional tasks as required, particularly in response to emergencies or requests from the delegation, regional, HQ level, or donors.
- Respect and implement this job description, which may be amended with the consent of the Country Representative to reflect future changes and developments in the Tdh-L country program.

**Requirements:**

- Hold a university degree in any field, along with a diploma or degree in supply chain management, procurement, warehousing, or a related discipline.
- At least one to two years of experience in the NGOs/INGOs sector related to logistics and procurement, stock management and transportation functions, preferably with NGOs/INGOs in emergencies.
- Familiarity with earthquake/rapid response operations is a plus.
- Good Computer skills, MS Office, EXCEL, Internet/Email/Fax.
- Strong organizational and documentation skills.
- Basic proficiency in Excel/Word and inventory software.
- Ability to prioritize tasks under pressure.
- Fluent Burmese and working English (written/spoken).
- Adaptable to long hours and unpredictable conditions.
- Culturally sensitive and committed to humanitarian principles

**Tdh-L is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQI and People with disability are also encouraged to apply.**

**How to Apply and Submission of Expression of Interest:** Please send: (1) a cover letter indicating your motivation **AND** salary expectation: (2) a current resume (CV) with contact information of **three** professional references (your two former work supervisors and one of HR Manager) to Human Resources Department through <https://ee-eu.kobotoolbox.org/single/xgTNFCQd> no later than **by 5:00 pm on Friday April 25, 2025**. Only shortlisted candidates will be contacted.