

VACANCY ANNOUNCEMENT (Tdh-047-2025)

Position	: Logistics Assistant – Earthquake Emergency Response
Project	: Emergency Humanitarian Assistance for Earthquake-Affected Communities
No. of position	: (1) position
Location	: Mandalay, Myanmar (with frequent travel to Yangon Coordination Office and project sites)
Duration	: Five months (Possible extension based on fund available)
Supervisor	: 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/IOQTjXJR> no later than **by 5:00 pm on Tuesday June 17, 2025**. Only shortlisted candidates will be contacted.