

## VACANCY ANNOUNCEMENT (Tdh-012-1-2025)

<b>Position</b>	: Logistics Officer - Earthquake Emergency Response
<b>Project</b>	: Emergency Humanitarian Assistance for Earthquake-Affected Communities
<b>No. of position</b>	: (1) position
<b>Location</b>	: Based in Mandalay, Myanmar (with frequent field visits to Yangon Delegation office and to project sites)
<b>Duration</b>	: Six months (Possible extension based on fund available)
<b>Supervisor</b>	: Logistics Manager

**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:

We are seeking a highly organized and proactive Logistics Officer to support emergency relief operations in Mandalay following the recent earthquake. The successful candidate will ensure efficient procurement, warehousing, and distribution of critical supplies while maintaining compliance with organizational and donor policies.

### **MAIN RESPONSIBILITIES:**

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

- Lead procurement processes for emergency relief items (shelter kits, medical supplies, food, etc.), ensuring compliance with humanitarian standards.
- Identify and vet local suppliers, negotiate contracts, and expedite deliveries to meet urgent needs.
- Manage procurement tracking systems and maintain accurate documentation for audits.

#### **2. Warehouse & Inventory Control**

- Oversaw the storage and distribution of relief supplies, ensuring proper stock management and accountability.
- Conduct regular inventory checks and report discrepancies.

#### **3. Transportation & Distribution Coordination**

- Organize timely transport of goods to affected communities, coordinating with drivers, partners, and TDH project implementation team.
- Ensure compliance with safety and security protocols during distributions.

#### **4. Financial & Administrative Compliance**

- Verify invoices, process payments, and adhere to authorization protocols for procurement transactions.
- Maintain organized digital/physical records of logistics documents.

#### **5. Team Coordination & Reporting**

- Supervise logistics assistants and warehouse staff, fostering teamwork in high-pressure environments.
- Submit weekly procurement and distribution reports to the Logistics Manager.

#### **6. Emergency Response Flexibility**

- Adapt quickly to changing priorities, including rapid deployment to field locations.
- **Support other emergency activities as assigned.**

#### **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, with a diploma or degree in supply chain management, procurement, business administration, or a related discipline.
- At least two to three years of experience in the NGOs/INGOs sector related to logistics and procurement functions.
- Strong knowledge of emergency procurement and supply chain processes.
- Proficiency in MS Office (Excel, Word) and logistics software.
- Excellent negotiation and problem-solving skills.
- Fluent Burmese and English (written and spoken).
- Ability to work under pressure and meet tight deadlines.
- Team player with strong communication skills.



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/Ga6TDPDP> no later than **by 5:00 pm on Sunday May 11, 2025**. Only shortlisted candidates will be contacted.