



The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance. The ICRC also endeavors to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles. Established in 1863, the ICRC is at the origin of the Geneva Conventions and the International Red Cross and Red Crescent Movement. Please visit www.icrc.org for more information.

Vacancy Notice

The ICRC Regional Delegation in Bangkok seeks to fill the following position:

Logistician, based in Bangkok

We are seeking a motivated team player with a positive, can-do attitude to join our dynamic team

Logistician provides technical and operational support in the areas of purchasing, fleet management and general logistics, in accordance with the ICRC's logistics standards and local legislation in Bangkok and Chiang Mai

GENERAL DUTIES

- Understands and adheres to the seven Fundamental Principles of the International Red Cross and Red Crescent Movement
- Understands and adheres to the ICRC Code of Conduct
- Understands the roles of the components of the International Red Cross and Red Crescent Movement
- Always respects and observes staff regulations and security rules
- Always represents the ICRC in a professional manner
- Develops and maintains a pleasant and conducive working environment with colleagues and line managers
- Performs all duties with the highest level of confidentiality in the interest of the employees and the ICRC
- May be asked to perform tasks not covered in this job description and to provide support to other departments when necessary

ACCOUNTABILITIES AND RESPONSIBILITIES

Procurement (40%)

- Purchase validated items from the local market following ICRC procurement standard procedures.
- Issue POs (Purchase Orders) and draft contracts and submit to the approval of the Logistics Country Manager.
- Assist the Logistics Country Manager in verifying the legal validity of contract terms.
- Submit POs for signature to the concerned parties, including the supplier.
- Ensures that PO files, with all relevant documentation are uploaded in PaperLess Profiles.
- Confirms with suppliers the receipt of POs/contracts and agreement on terms and conditions.
- Oversee high-value purchases with the support of the Regional Procurement Unit and GVA.
- Ensures smooth and timely order processing to meet lead times.
- Implement and adhere to ICRC standard procurement procedures for supplier selection.
- Prepares selection tables for approval by the Logistics Country Manager.
- Conduct periodic assessment of suppliers and contractors, and reporting findings to the Logistics Country Manager.
- Maintain and update supplier registration files as needed.
- Monitor and report on the delivery schedule of goods and/or services as per contract instructions.
- Notify concerned departments and the Logistics Country Manager for any unplanned or irregular matters.
- Report and address any quality/quantity claims identified or reported by customer departments.
- Ensures all purchases align with the Financial Rules of the Delegation.
- Process supplier invoices, provide supporting documents, and submit payment files for approval.
- Assist the Logistics Country Manager in validating quality claims before supplier invoice approval.
- Handle necessary paperwork for Administration and Finance requirements and ensure follow-up.
- Provide feedback to Manila comments regarding our purchasing files
- Generate monthly procurement statistics and provide analytical reports on purchases.
- Produce suppliers and items pareto in relation with the procurement of goods

Fleet Management (30%)

- Determines needs in terms of the fleet and maximizes its efficiency and effectiveness through planned resource allocation in accordance with guidelines from headquarters.
- Provides, organizes employee training and recruitment of Fleet Staff (e.g., daily mechanics, drivers) in accordance with security regulations and technical guidelines.
- Manages and carries out controls on fuel supplies, for which s/he has final accountability; carries out contingency planning.
- Manages the spare parts stock, the spare parts inventory and carries out controls in accordance with ICRC guidelines.
- Provides technical input in the decision-making process regarding private transport services under contract, especially freight transport.
- Ensures that administrative paperwork related to vehicles and drivers is handled in a professional manner and is in line with guidelines from headquarters (includes vehicle and driver data files, registration and documentation related to import/export/transfer of vehicles, and convoy documentation).
- Ensures that surveys of local workshops and bodywork are done regularly, to get the best service at the best price, as per ICRC Logistic standards.
- Ensures that surveys of local spare parts suppliers are done regularly, to make sure the list of Fleet suppliers is kept updated and spare parts availability/quality confirmed.
- Validates & counter signs all Fleet related invoices (e.g., Fuel, spare parts, periderm, hotel etc...) and make sure they are entered in Fleet-wave, before their transmission to the Logistics Country Manager for financial approval.
- Ensures that all vehicles follow ICRC and national rules in terms of third-party insurance.

- Provides all Fleet related data for the delegation budget preparation and approves spare parts orders sent to Regional Vehicle Fleet Manager.
- Prepares vehicles orders and in collaboration with Logistics Country Manager, supervises the disposal or donation of vehicles (e.g., request of GL, auction procedure, administration process) related to the country in charge.
- Ensures that wastes generated by ICRC vehicles, generators and workshops are treated in an ecofriendly manner, in order to reduce ICRC environmental impact.
- Acts as the administrator of the Fleet-wave Centralize & tracking system applications and uses them to generate reports; analyses the report and takes corrective action.
- Control the consistency in FWC data entries related to vehicles for the delegation.
- Monitors and keep the platform of the tracking system updated.
- Informs the supervisor about dysfunctions in the daily work and report anything abnormal referring ICRC delegation to the Logistics Country Manager & RVFM ASIA
- Has a proactive approach and participates in constructive discussions with the ASIA region delegations (shares propositions, difficulties, experiences, constraints)

Chiang Mai Sub-Delegation support (30%)

- Serve as the focal point for all logistics support for the Chiang Mai office, ensuring regular coordination with the FAD Manager regarding logistics requirements.
- Visit the Chiang Mai office on a quarterly basis to provide the necessary support as needed.
- Oversee all procurement activities related to the Chiang Mai office, coordinating requests with Program Managers and the FAD team in Chiang Mai.
- Manage all fleet operations in Chiang Mai, ensuring timely coordination of field trips and proper maintenance of vehicles.
- Assist the Logistics Country Manager with renewing vehicle registration documents for Thailand, including liaising with government authorities.
- Undertake any additional duties and responsibilities not outlined in this job description and provide support to the Logistics Country Manager and other departments as required.

YOUR PROFILE:

- Bachelor degree in Logistics, Supply Chain, Business Administration with Procurement focus, or any other related field
- Minimum of 2-4 years' experience in logistics, procurement, or fleet management position
- Fluent in written and spoken English and Thai
- Proficient with ERP system with good knowledge of MS office tools
- Strong interpersonal and communication skills
- Good organizational skills with strong ability to meet deadlines
- Ability and willingness to work with people of different cultural backgrounds
- Have a valid driving license

WE OFFER:

- Dynamic and challenging work in the humanitarian sector and international environment
- Competitive salary with benefits, good working conditions and in-house training/development
- Open-ended resident contract (subject to organizational requirements)

Preferred starting date: **ASAP**

Submission deadline for applications: **10 January 2025**

The ICRC values diversity and is committed to creating an inclusive working environment. We welcome applications from all qualified candidates, regardless of background, race, religion, gender, age, disability, or status.

Qualified applicants are requested to submit their comprehensive **CV** and **letter of motivation** in English, as well as **salary expectations**, following this format for the subject line: *POSITION – First Name Surname* by email only to: ban_recruitment_services@icrc.org

*Kindly note that only short-listed candidates will be invited for the interview.
and the ICRC will not keep the files of applicants who were not shortlisted.*