



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:

Freight Officer , based in Bangkok

We are looking for a motivated professional with a collaborative mindset and a proactive approach to join our team.

Manages international transport requests efficiently by selecting the most suitable and cost-effective modes of transport (sea, air, rail, and road), ensuring compliance with local and international regulations, considering transit time and geopolitical factors. Responsible for end-to-end coordination from request for quotation to final delivery, including invoicing and documentation. Operates across regional and global scopes.

ACCOUNTABILITIES AND RESPONSIBILITIES:

- Responds efficiently to all shipping requests from headquarters and the fields managing requisition orders for transport, cargo handling and storage of cargo shipments by air, sea, rail and road in line with ICRC and international regulations.
- Purchases logistics services (transport/transit, lifting, handling and transit storage) in line with the ICRC's procedures and financial rules; ensures approvals and records are carried out according to established criteria.
- Respond to requests for advice and assistance on international transport matters from the ICRC Logistics Units within the region.
- Deals with emergency situations and respond to telephone calls related to.
- Requests freight quotations for international air, sea, rail & road freight consignments.
- Selects cost efficient and reliable mode of transportation, including the choice of forwarder, carrier that guarantee a safe and quick transportation.
- Negotiates with shipping companies on rates and special privileges such as extended "free time" on container demurrage at destination.
- Organizes tenders with selected and approved transporters, analyses them and establishes a selection table based on the criteria of cost efficiency, reliability and shortest delivery time.
- Keeps contact with the LSC warehouse, the manufacturer/supplier and the transporter to enable smooth coordination and cargo pick-up.
- Track shipments to ensure they arrive on time and that shipment and delivery processes adhere to any pertinent regulations. Shares information about shipping and receiving activities.
- Ensures that the required documentation is correctly established. Coordinates with the receiving end the sending of the documents and the timely release of the cargo.
- Follows up the invoicing, irregularities, delays and eventual claims in line with the ICRC procedures. Submits files to insurance company.
- Establishes proper shipping files allowing to track back freight and customs issues.
- Ability to review alternative options and select most effective and cost-efficient mode of transport in various contexts and circumstances

Office Activities

Reporting

- Establishes weekly progress reports on status of shipments
- Updates JDE, Profile and other databases (Shipping instructions, Contacts list....)

Administration

- Establishes coherent transport files that fulfil the criteria to receive tax returns and to document transport activities.
- Ensures necessary administrative work is implemented on time (P/O procedures, financial forecast on transport, payment of invoices, etc.)
- Knows, applies and complies with all the administrative procedures linked to his/her work (financial time reporting, follow up on freight payments and eventual container deposits and demurrage/detention) keeps the files up to date at all times.
- Prepares the P/O files for transportation and submits them for validation before they are dispatched to LOG_STAT/Manila.

Treatment of information

- Registers and treats information (freight quotations and privileged freight concessions) accurately and confidentially
- Maintains regular contacts with potential transporter/freight forwarder incl. transport associations and establishes minutes for proper follow-up

Support to the LSC

- Briefs logistics staff leaving for field assignments, ICRC Logistics' newcomers and Transport Officer 1 about shipping rules and regulations.

Support to the Delegation

- Entertains a constructive dialogue with the client delegations and the LOG_TSP/GVA, informs on the status of consignments
- Makes a proper follow-up on documentary requirements and on the delivery status of the shipments
- Participates actively in the internal logistics meeting and informs accurately on the active files.

Support to Delegate in Charge

- Advises on new developments on freight and clearing issues, shares relevant information related to the pricing and eventual freight increases.
- Acts as reference point during delegate's/supervisor's absences in terms of transport and customs issues.

Presents synthesis of problematic issues succinctly and accurately

GENERAL DUTIES

- Be aware of the delegations' objectives and activities
- Understand the three components of the Red Cross/Red Crescent Movement
- Apply the security rules at all times
- Respect and observe the staff regulations of the ICRC in Thailand.
- Respect and observe the ICRC's Code of Conduct.
- The employee may be asked to perform other duties not covered in this job description as well as to provide support to other departments when and if necessary.

YOUR PROFILE:

Minimum required knowledge & experience

- University degree (in Logistics or Supply chain is a plus) or professional school of similar degree
- 4 years' work experience in a similar field (Shipping)
- Good command of written and spoken English
- Excellent computer skills
- Confirmed capacity to understand and implement procedures
- Analytical and methodical person
- Able to work independently

Standard function description:

- Handles medium to large logistical files independently
- Implements and runs logistics procedures
- Negotiates contractual matters with external interlocutors

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: **As soon as possible**

Submission deadline for applications: **15 June 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