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

We are looking for

Transport Officer
Based in Bangkok

The ICRC regional delegation in Bangkok provides assistance to victims of violence and works with authorities in order to improve the conditions in detention facilities. It is covering operations in Thailand, Cambodia, Laos and Vietnam. It also endeavours to promote and to strengthen humanitarian law and universal humanitarian principles.

Your main responsibilities:
- Manage cargo shipments by air and by sea in line with ICRC and international regulations
- Select cost efficient and reliable mode of transportation, including the choice of forwarder, shipping line that guarantee a safe and quick transportation
- Negotiate negotiating with shipping company’s rates and special privileges such as extended “free time” on container demurrage at destination
- Respond efficiently to all shipping requests from headquarters and the field
- Requests tenders with selected and approved transporters, analyse them and establish a selection table based on the criteria of cost efficiency, reliability and shortest delivery time.
- Keep contact with the manufacturer/supplier and the transporter to enable smooth coordination and cargo pick-up
- Ensure that the required documentation is correctly established. Coordinate with the consignee the sending of the documents and the timely release of the cargo
- Follow-up the invoicing, irregularities, delays and eventual claims
- Establish proper shipping files allowing to track back freight and customs issues

Your education and experience:
- Bachelor’s degree or equivalent, plus advanced specialization in accounting
- Fluent command of English
- Good computer skills (e.g. Microsoft Office)
- Experience in a non-governmental or non-profit organization an asset

Competencies requirements:
- University degree or professional school of similar degree
- 4 years’ work experience in a similar field
- Good command of written and spoken English
- Excellent computer skills
- Confirmed capacity to implement general ICRC procedures
- Analytical and methodical person

We offer:
- Dynamic and challenging work environment in the humanitarian and international environment
- A competitive salary with benefits with initial one-year of employment contract

Starting date: 1 November 2019

Qualified applicants are requested to submit their comprehensive CV and letter of motivation in English, as well as salary expectations, by email only to: ban_recruitment_services@icrc.org (specify position name at your email title)
Attn: Human Resources Department
Deadline for applications: 6 October 2019
Kindly note that only short-listed candidates will be invited for the interview