



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:

Transport Manager, based in Bangkok

We are looking for a spirited team player with a can-do attitude to join our dynamic team.

The Regional Transport Manager handles and supervises all aspects of transport services (by air, road, rail and sea) and import/export to ICRC operations in the Logistics Support Center area, in accordance with ICRC standards and policies. S/he is responsible for developing and implementing the Logistics Division's transport strategy in the region and area of coverage, ensuring the provision of efficient and effective transportation in line with applicable regulations.

ACCOUNTABILITIES AND RESPONSIBILITIES:

- Implements the Transport Management Unit's strategy, priorities and objectives.
- Implements the Transport strategy in the region and area of coverage, ensuring the provision of efficient and effective transportation in line with applicable regulations
- Responsible for day-to-day running, proposing, procuring, and planning of International transport activities, in line with procurement rules and policies
- Designs, proposes, updates, and improves standard working procedures.
- Develops the regional supplier database
- Ensures supplier relationship management and manages litigations and claims.
- Maintains and develops networking activities and market intelligence to secure service continuity
- Prepare, presents and implements the approved budget.
- Participate in developing logistics tools
- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- Ensures the same procedures are implemented and followed over the Region
- Support/advise the Regional Logisticians, Transport and ImpEx officers from the region in international transport/ImpEx activity
- Negotiates contracts and validates the selection table for local and regional transportation and/or clearance services.
- Deals with emergency situations and respond to telephone calls out of normal office hours.
- Briefs logistics staff leaving for field assignments about transport and clearance within the ICRC.
- Commissions and follows up on air, sea, and road transport services when needed.
- Checks the credentials of bidder before contract the companies.
- Supervise the tendering process for local and regional Invitations to Tender and valid the Selection Table.
- Check, comment, revise and accept the ST from the region. Forward to the relevant Unit/Person in Charge for approval as per the Approbation Matrix.
- Participates in writing or correcting Transport and Clearance Contracts for the region before giving Green Light for Signature.
- Follow up the Contracts duration to propose a new Invitation to tender or an extension.
- Ensure team follows up the invoicing, irregularities, delays and eventual claims in line with the ICRC procedures. Submits files to insurance company.
- Ensures that the required transport file documentation is correctly established and for archiving.
- Ability to review alternative options and valid most effective and cost-efficient mode of transport in various contexts and circumstances.
- Follows up the Transport files irregularities or missing document.
- Always keep abreast of market changes and developments by gathering information from external sources
- Proposes new route/corridors for test and ultimate validation by the Head of Transport.
- Respect and enforces ISO standards to maintain the level of requirement and certifications.
- Respect existing practices, methods, procedures and standards and react positively to changes and evolutions, whether in terms of business or in terms of ISO qualification/certification.
- Keep a close eye on the political situation over the region in order to plan/propose proactively a plan B to keep pipelines open even in case of the situation is changing.

PEOPLE MANAGEMENT RESPONSIBILITIES

- Understands and supervises the Performance Management & Development (PMD) activities for employees under their supervision
- Makes sure that deadlines for the PMD cycle are met
- Engages in ongoing and continuous feedback and support, particularly for employees under their supervision, but also other staff members
- Organizes regular meetings within their team to ensure optimal coordination of the work and proper flow of information
- Ensures that job descriptions for employees under their supervision are up to date; seeks feedback and support from the HR Department if needed
- Plans and coordinates the annual leave of the employees under their supervision ensuring continuity of the operations throughout the year and making sure that there are no outstanding holiday balances at the end of the year
- Coordinates and supports the employees under their supervision in their personal development by coaching and advising them on internal and external training and development possibilities

YOUR PROFILE:

- Master degree in logistics/freight forwarding or equivalent and more than 5 years' experience in international transportation, freight forwarding and clearance
or,
University degree in Logistics or Supply Chain and 12 years' experience in international transportation, freight forwarding and clearance
or,
University degree including Supply chain / Logistics courses (Business Administration in LOG, Business Management) and 15 years' experience in international transportation, freight forwarding and clearance.
- Over 5 years in team management and certificate in people management training or, more than 10 years' experience if no certificate for a relevant course/training.
- Expert knowledge of all transport operations (e.g. sea operations, security aspects, etc.).
- Good market intelligence in international transportation
- Expert knowledge of customs documentation and procedures
- Expert knowledge of Free Zone documentation and procedures.
- Excellent knowledge of Freight rates
- Excellent knowledge of key account procedures
- Fluent command of written and spoken English (French or Chinese language knowledge will be considered as a plus).
- Computer proficiency and ability to run specialized software.
- Confirmed capacity to implement general ICRC procedures and new procedures.
- Rigorous and Trustful.
- Proactive, analytical and methodical person.
- Having worked under JDEdwards environment will be considered as an advantage
- Valid IATA Dangerous Goods Regulations certification is an advantage
- Humanitarian Logistics Certificate will be considered as an advantage
- IMDG training certificate is considered as a plus

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
- Initial 1-year employment contract with possibility of renewal into open-ended contract (subject to performance review)

Preferred starting date: **ASAP**

Submission deadline for applications: **15 February 2023**

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*