

Regional Logistics Manager Job Advertisement

HI, Humanity & Inclusion is seeking The Regional South East Asia Logistics

Place: In one of the program countries,
(Cambodia, Laos, Vietnam, Philippines, Myanmar and Thailand)

Duration of contract: 2 years

Starting date: 1/12/2024 or earlier

Closing date for applications: 18/10/2024

Handicap International/Humanity & Inclusion (HI) is an independent and impartial international solidarity organization, which intervenes in situations of poverty and exclusion, conflicts and disasters. Working alongside people with disabilities and vulnerable populations, it acts and speaks out to meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. More info: www.hi.org

At Handicap International-Humanity & Inclusion, we truly believe in the importance of inclusion and diversity within our organisation. This is why we are engaged to a disability policy to encourage the inclusion and integration of people with disabilities.

Please indicate if you require any special accommodation, even at the first interview.

The South East Asia Program includes operations in Cambodia, Laos, Vietnam, Philippines, Myanmar and Thailand. The Regional Program Office is based in different countries of the program, but mainly in Vientiane. The first Regional Operational Strategy will be conceived in 2024-2025 for the next 5 years (2025-2030).

South East Asia is the region of birth of HI and our activities are still largely traditional, with a dominant in Inclusion (42% of the 2021 budget volume), Rehabilitation (19%) and Mine Action (15%). The region encompasses a wide variety of humanitarian contexts, ranging from the civil war in Myanmar, to support to the Vietnamese government in the development of an international standard of rehabilitation services, or to emergency responses to climate-related disasters in the Philippines.

In February 2020, HI initiated the process of regionalization of the Laos, Cambodia and Vietnam programs, joined later by China (October 2021) and the Philippines (January 2023). The regional office is in Vientiane (Laos). In March 2023, decision has been taken to further merge the Myanmar/Thailand program into the Mekong program to finalize the integration of the Regional Direction and Geographic Direction. The merge should be completed by January 2025 the latest. The Regional Logistics Manager will support all the countries within the South East Asia region.

JOB CONTEXT:

The regional South East Asia Logistics Manager will be managing 6 Logistics Managers in Vietnam, Philippines, Cambodia, Laos, Myanmar and Thailand, and their respective teams.

YOUR MISSION:

Main missions

The Regional Logistics Manager is in charge of the overall management of HI Logistics department (national and international staff) as well as the supervision of the Logistics matters.

Under the guidance of SEA Regional Program Director, the Regional Logistics Manager provides solutions to a wide spectrum of complex Logistic issues in a collaborative, client-oriented manner.

Mission 1 : Management

- Manager as a role model : embodies HI's values on a daily basis.
- Manager as coach for meaning : understands the strategy, makes it explicit, translates it into operational objectives for his or her team, leads the necessary changes. Gives meaning to each management action. Encourages inter and intra departmental exchanges of practice. Encourages innovation and risk-taking.
- Operational manager: organises the operational management of his or her team, structures the work around identified processes, steers performance and facilitates the resolution of problems.
- Manager 1st HR&Coach: contributes to the development of his or her staff, creating the conditions for their commitment, professionalism and attachment to HI. Ensures compliance with the code of conduct of institutional policies, the state of mind and the expected individual and collective behaviour.

Mission 2 : Defines the Logistics section of the StratOp and directs its action plan

- Drives logistics strategy and operations through the active promotion of HI's institutional policy and directives and the optimisation of its resources;
- STRATOP: contributes towards the drafting, revision and implementation of the Operational Strategy (StratOp) within his or her field of activity and geographical area and in line with objectives;
- RISKS: produces and updates the risk map for his or her area of responsibility and proposes and implements corrective

mitigation measures;

- INCIDENTS: contributes to and follows up on incident reports for his or her area of responsibility;
- INDICATORS: produces, compiles and analyses the data in the logistics dashboard for his or her geographical area;
- REPRESENTATION: represents HI externally on logistical issues concerning his or her geographical area (e.g. forums, operational and strategic alliances); develops the local partnerships necessary for his or her fields of activity.

Mission 3 : Deploys HI's standards and contributes to its expertise and accountability within his or her remit:

- STANDARDS: ensures compliance with and application of HI standards for his or her entire professional field with regard to policy, processes and tools;
- LOCAL ADAPTATION: adapts and contextualises these standards to meet local conditions and regulations;
- INTERNAL CONTROL: supervises internal control in his or her fields of activity;
- ACCOUNTABILITY: guarantees compliance with and the application of internal rules and the rules of institutional donors in his or her fields of activity

Mission 4 : Operational implementation of logistics

4.1 Diagnostic phase – Contextual analysis:

- Identifies regulatory requirements (donors, transport, customs, etc.);
- Analyses the logistics context of the regional programme (evaluation of logistics capacities, table of logistics problems, ICQ, Log performance);
- Evaluates the capacities of available and mobilisable resources (human and material) on the regional programme.

4.2 Design phase – Resources planning:

- Designs a logistics chain adapted to the regional programme (costs, quality, deadlines);
- Contributes to establishing the regional programme’s activity schedule;
- Helps define the material resources necessary for ensuring the feasibility of the regional programme;
- Defines the impact of logistics needs on the regional programme’s budget (logistical support):
- Defines the impact of the regional programme’s requirements on the budget;
- Anticipates derogations;
- Structures the human resources concerned by logistics.

4.3 Launch phase – Procurement planning

- Defines the procurement plan and purchasing strategy;
- Plans all the means necessary for the movement of goods during the project period.

Mission 5 : Facilitates the Logistics profession’s development and contributes towards the development of the Logistics profession across the organisation

- Facilitates the development of the logistics profession in his or her geographical area
- Contributes towards the facilitation of the profession’s development at the organisation’s global level (community of practice)
- Helps to develop a pool of local talent (holds technical interviews with the candidates and formulates recommendations; identifies training requirements).

Mission 6 : Emergency Preparedness and Response Responsibilities

Leads the emergency preparedness actions in his/her department and, in case of emergency, reorganizes the priorities of his/her team according to the humanitarian imperative, in order to ensure HI’s quick and efficient response.

In addition to what is expected from the function description of Regional Logistics Manager, the main focus will be on:

- Assessing Logistics policies and processes to propose standardization of practices
- Reviewing the Logistics standards of each country and propose improvement for more subsidiarity
- Organising the first regional Logistics workshop for the new program.
- Assessing the skills and develop capacity building for each team members with the support of the Logistics Specialist.
- Creating a Logistics system of governance for internal communication, information sharing, capacity building and coordination of the logistics teams.
- Developing the functional links with other support services managers and country managers

CHARACTERISTICS OF THE POSITION:

A good level in written and spoken English is mandatory as it will be the only working language.

The position will imply to act as the Regional Logistics Manager, reporting to Regional Director. Capacity to handle change, autonomy, capacity to take initiatives and willingness to address and fix problems are mandatory skills for the position.

YOUR PROFILE:

- Advanced University degree (Master's or equivalent) preferably in Logistics/ Supply Chain Management, Business Administration, or relevant disciplines.
- Experiences: At least 10 years of management experience in a corporate or NGO environment, of which 5 years at a management level within the Supply Chain or Procurement. Experience working in an international NGO, multilateral agency, or donor context.
- Fluent English writing and speaking is mandatory.
- Very strong interpersonal skills: strong communication and diplomatic skills is great asset
- Proven managerial skills is highly preferred.
- Ability to work within a multi-cultural team
- Ability to work well under pressure
- Familiar with Donor frameworks and rules
- Practice of logistics professions in a humanitarian environment
- Strong organizational ability (ability to plan and organize a substantial workload that includes complex, diverse tasks and responsibilities in both development and emergency contexts);
- A good team player but also willing to work on your own initiative;
- Solutions and results-oriented;

CONDITIONS:

Local work contract, 2 years fixed duration contract (potential to be extended)

HI offers: [Approximate Gross salary 79,150 THB to 89,320 THB](#)

We offer also: nice working environment such as 15 days of annual leave, 5 working days office closure in December, 15 days of public holidays, 5 days special leave for family event, Social Security & Worker Compensation Fund, Group life & health, communication allowance, transportation allowance, 13th month bonus, and training possibilities.

HOW TO APPLY:

Applicants should email a letter of interest together with CV to email: recruitment@thailand.hi.org **by 18 October 2024; please state clearly in the Email subject the position being applied for "Regional Logistics Manager". Only the shortlisted candidates will be contacted.**

IMPORTANT: In the content of the CV please outline responsibilities and tasks from previous & current work, volunteer experiences and training received.

HI reserves the right to not accept applications submitted after the deadline. Only shortlisted candidates will be contacted for testing and an interview.

Only candidates who passed the selection will be taken into consideration for a technical assessment and will be afterwards notified of the final decision. Selected applicants may be invited for an interview. HI reserves the right to contact the applicants for further information before the final selection of the selection committee.

Handicap International encourages qualified persons with disabilities or chronic illness and women to apply.

HI is committed to protecting children and vulnerable adults from harm. Employment is subject to HI protection standards including background checks and adherence to HI protection policies

(Child protection, PSEAH), Anti-fraud and Corruption and Code of Conduct. All information shared by the applicants remain confidential.
