



ONE ASEAN
ONE RESPONSE

Job Title : **National Logistic Officer**
Position Base : **Chainat, Thailand**
Reporting To : **AHA Centre Logistic Officer and DDPM Thailand**
Supervising : **None**
Duration : **1 year with possible extension**

Broad Statement of Function

- A. **Support the establishment of and the implementation of a Disaster Emergency Logistic System for ASEAN (DELSA) satellite warehouse programme in Thailand to further improve ASEAN disaster preparedness and response;**
- B. **Assist the AHA Centre DELSA Logistic Officer in managing activities pertaining to the maintenance, mobilisation, and monitoring of AHA Centre's relief stock items at Thailand warehouse;**
- C. **Carry out any other relevant assignments as tasked by the AHA Centre Executive Director or other designated officers;**
- D. **Comply with the AHA Centre's and DDPM's Rules and Regulations.**

Primary Responsibilities

- A. **Support the establishment of and the implementation of a Disaster Emergency Logistic System for ASEAN (DELSA) satellite warehouse programme in Thailand to further improve ASEAN disaster preparedness and response**
 - 1. In coordination with AHA Centre and DDPM, develop and ensure implementation of standard operating procedures to manage logistics operations efficiently;
 - 2. In coordination with AHA Centre and DDPM, establish and maintain long term agreements and partnerships with vendors, suppliers, forwarders and other related companies or authorities related to the procurement and delivery of DELSA stockpile items;
 - 3. Ensure regular update on the list of contacts and database of reliable vendors, suppliers, transporters, forwarders, and other related companies;
 - 4. Ensure the emergency stockpile are appropriately procured, received, stored, monitored and maintained at the warehouse in order to permit the rapid movement of the supplies;
 - 5. Maintain a close day to day communication and regular coordination with the AHA Centre and DDPM on the progress of the programme;
 - 6. Assist in organising meetings, conducting follow-up actions for activities related to the programme;
 - 7. Contribute to the development of modules for capacity development activities, including training, seminars and workshops for the AHA Centre in the field of disaster emergency logistic system;
 - 8. Participate in and/or assist in carrying out relevant training and/or simulation exercises, within the country and abroad as required; and
 - 9. Maintain relevant partnerships in Thailand and as necessary with relevant organisations in the region to maximise the impact and the sustainability of the programme.

B. Assist the AHA Centre DELSA Logistic Officer in managing activities pertaining to the maintenance, mobilisation, and monitoring of AHA Centre's relief stock items at Thailand warehouse

1. Monitor the utilisation of budget allocated to relief stock and its mobilisation;
2. Responsible for identifying and recommending types of relief supplies appropriate to hazards in the region;
3. Ensure that the quality and specification of the stockpile items are according to agreed specifications and procured appropriately according to AHA Centre Financial Regulations;
4. Ensure that stocks are replenished timely to maintain appropriate level of availability of relief items for the next deployment;
5. During an emergency response, coordinate and present logistics options to land, air, and/or sea operations;
6. Prepare documents for smooth movement of relief items from the satellite warehouse to the intended destination or receiving country(ies);
7. Liaise with AHA Centre and DDPM or competent authorities to organise delivery and reception of emergency relief items at the disaster affected destination points;
8. Timely submission of the weekly achievement status, the stockpile monthly stock-take update, and the deployment report;
9. Establish monitoring and evaluation mechanism, including post-deployment evaluation to ensure effectiveness and improvement of logistics procedures and practices related to the relief dispatch;
10. Work closely with other appropriate staff members of AHA Centre and DDPM.

C. Carry out any other relevant assignments as tasked by the AHA Centre Executive Director or other designated officers

1. Carry out any other relevant assignments as tasked by the Executive Director or other relevant officers;
2. Contribute to the AHA Centre's collective efforts by accomplishing related duties as needed.

D. Comply with the AHA Centre's and DDPM's Rules and Regulations.

1. Conduct him/herself according to the AHA Centre's vision, mission, values, and policies;
2. Conduct him/herself according to the DDPM's vision, mission, values, and policies;
3. Adhere to all necessary aspects of corporate affairs within the organisation, such as administration, human resources, legal, finance as well as programme development and management, communications, M&E, and contribute to emergency operations as required.

General Qualifications

Education

Bachelor's Degree in Supply Chain Management, Logistics, Operations Management, Disaster Management, Public Administration, Social Science, or a related discipline.

Experience

- At least three (3) years of experience in logistics or warehouse management from international organisations, governments, or private sectors;
- Exposure working in a disaster management and emergency response operations organisation in a government or international organisation, is an advantage;
- Experience in procurement management is desirable;
- Experience in managing projects or mobilising resources is an asset;
- Prior experience in dealing with ASEAN and other institutions involved in disaster management operations and training will be an advantage;

- Prior experience working or good network relationship with DDPM is an advantage;
- Certification by recognised institutions in the field of humanitarian logistics will be an asset;
- Strong command of the English language, both spoken and written;
- Computer literacy and proficiency in using Microsoft Office tools.

Core Competency

- **Teamwork:** Ability to build trust and respect among fellow team members and contribute to the resolution of workplace conflict;
- **Communications and interpersonal skills:** Ability to express thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy;
- **Effective problem solving and decision-making skills:** Ability to use sound judgment and initiative, develop options and achieve outcomes;
- **Analytical skills:** Ability to gather and analyse information and solve problems by using a logical and systematic approach;
- **Organisational awareness:** Ability to align thinking and actions to organisational values;
- **Flexibility and adaptability:** Ability to respond positively to change and new organisational practices, structures, procedures and technology;
- **Personal credibility:** Has high regards for self-discipline, good attendance record, respect punctuality and set example to others, show consistency in words and actions, has high integrity and is conscientious;
- **Meticulous:** Ability to show great attention to details, when doing routine work as well as when working under pressure;
- **Ability to work in a multi-cultural setting:** Ability to interact effectively with people from different cultures, including but not limited to maintain a day-to-day coordination to the relevant staff members; and
- **Ability to work under pressure:** Ability to remain efficient and productive under pressure, including but not limited to conducting in-country and international travels as necessary;

Technical Competency

- Good understanding of logistics for disaster emergency response operations;
- Sound understanding of the regional disaster mechanisms, relevant information, and able to connect the supply chain concepts to the practices and application on disaster management issues.

Working Condition

- Travel within Thailand and abroad will be required.
- While the majority of the work is performed in an environment which is mostly clean and comfortable, field missions can involve working in environments that are unstable and with unpredictable access to basic services.
- May be required to work non-traditional hours or to be deployed for extended periods on short notice, and work in post disaster contexts.
- Position may require to climb ladders, lift/move/push/pull heavy objects, stand or walk, and withstand temperatures in typical warehouse environments.