



Viet Nam Logistics Manager

“Outraged by the injustice faced by people with disabilities and vulnerable populations,
we aspire to a world of solidarity and inclusion, enriched by our differences,
where everyone can live in dignity”

Handicap International is changing his name and becomes « Humanity & Inclusion ». HI, Humanity & Inclusion is an independent and impartial aid and development organisation with no religious or political affiliations operating in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

Since the organisation was first founded in 1982, we have set up development programmes in 62 countries and responded to many emergencies. Today we have a budget of around 150 million euros, with 3500 employees worldwide.

HI is engaged in an employment policy in favour of disabled workers. For further information about the association: www.hi.org.

CONTEXTUALISATION:

Handicap International (HI), under the operation name Humanity & Inclusion (HI), was opened in 1989 in Vietnam. Over the following years, at the request of its Vietnamese partners – in particular different government ministries and provincial institutions – HI provided technical advice on disability prevention and physical rehabilitation projects. Today, the organization is building the technical skills of rehabilitation teams (doctors, physiotherapists, and social workers) and providing the needed equipment. Currently, there are 3 projects being implemented in the Hanoi capital, and central-southern provinces with 6 sub-award partners. Our main donor is USAID and EU.

About the position: The Vietnam Logistics Manager is responsible for overseeing the Logistics Department at the country level. It includes but is not limited to, deploying and implementing HI’s standards, planning, coordinating, and monitoring logistics operations such as procurement, transportation and distribution, stock and inventory, equipment, vehicle fleet, premises, safety, archiving management, and partners compliance under Logistics remit.

Line Manager: Report to the Regional Logistics Manager

Duty Station: Ha Noi

MISSION/RESPONSIBILITIES

Mission 1: Management

Reference document: https://hinside.hi.org/intranet/jcms/pl1_2644589/en/manager-missions-2021-en

- 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 functioning 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 field 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 country/area of intervention (evaluation of logistics capacities, table of logistics problems, ICQ, Log performance);
- Evaluates the capacities of available and mobilisable resources (human and material) in the country / area of intervention;

4.2 Design phase – Resources planning:

- Designs a logistics chain adapted to the country / area of intervention (costs, quality, deadlines);
- Contributes to establishing the activity schedule for the programme / area of intervention

- Helps to define the material resources necessary for ensuring the feasibility of the country / area of intervention;
- Defines the impact of logistics needs on the budget of the country / area of intervention (logistical support);
- Defines the impact of the requirements of the projects in the country / area of intervention 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

Mission 5: Facilitates the Logistics profession's development on his or her programme 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 and contributes towards the development of the Logistics profession across the organisation
- 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).
- 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.

Mission 7: Contribute to Building the Capacity of HI's partners

- Assess and evaluate the capacity of partners for Logistics' aspects
- Finding and recommendations to the project manager
- Develop indicators and actions to be implemented with the project manager
- Design the training materials and provide training to the partners
- Review the improvement and reporting to the internal and external stakeholders
- Perform Logistics audit and feedback to monitor Logistics compliance
- Provide support to partners when needed

PROFILE REQUIRED

Qualifications:

- Bachelor's Degree in Logistics/Supply Chain, Economics, Business Administration or equivalent is required
- Professional qualification in Supply Chain/Logistics is preferred

Experience:

- At least 5- 7 years of management experience in procurement/supply chain/ logistics, of which at least 3 years at a management level.
- Experience working in international NGOs, multilateral agencies and dealing with multiple donors is preferred

Others:

- Languages: Fluent in Vietnamese; good command of English.

- Strong communication skills
- Excellent organizational ability, with a proven capacity to plan and manage complex and diverse workloads in both development and emergency contexts
- Demonstrated ability to ensure compliance with policies, donor regulations, and local laws
- Results-oriented mindset
- Effective problem-solving skills

Professional Skills

	Knows	Practices	Proficient	Expert
Planning				✓
Procurement				✓
Purchasing				✓
Transport management				✓
Stock management			✓	
Safety			✓	
Driving	✓			
Maintenance		✓		
Mechanics		✓		

Other professional skills

	Knows	Practices	Proficient	Expert
Financial and budget management		✓		
Donor management		✓		
Organization design		✓		
Facilitation and/or design of training and skills development		✓		
Sourcing and recruitment			✓	
Programme mgt: Planning, monitoring and coordination			✓	
Operational partnerships			✓	

Cross-cutting skills

	Knows	Practices	Proficient	Expert
Languages			✓	
Frameworks and references			✓	
Office and collaborative tools			✓	
Stress management			✓	
Collaborating in a global organisation			✓	

CONDITIONS OF THE POSITION:

- Type of contract: Fixed term contract
- Working station: Hanoi
- Wage: According to profile and experience
- Closing date for applications: 18/10/2025

TO APPLY:

Applicants should email a letter of interest together with CV to email: recruitment@vietnam.hi.org by **18/10/2025**. Please state clearly in the Email subject the position being applied for **“Viet Nam Logistics Manager”**.

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.

Humanity & Inclusion (HI) is an equal opportunity employer. Women and people living with disabilities are strongly encouraged to apply. HI promotes and upholds the principles of equal opportunities and its policies (PSEAH, Child Protection etc). HI has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives or partners. Recruitment to all jobs in HI includes, in particular, criminal record checks and the collection of relevant references. Safeguarding our beneficiaries is our top priority in everything we do. For further information about the association: <http://www.handicap-international.fr/>