

JOB DESCRIPTION



Viet Nam Logistics Supervisor

“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 Supervisor is responsible for overseeing and coordinating the day-to-day operations of the Logistics Department at the country level. This includes, but is not limited to, supporting the implementation of HI's standards and ensuring the effective planning, coordination, and monitoring of logistics activities, including procurement, transportation and distribution, stock and inventory management, equipment, vehicle, premises, safety, archiving, and partner compliance within the logistics remit.

Line Manager: Report to the Shared Country Logistics Manager/ Regional Logistics Manager

Duty Station: Ha Noi

MISSION/RESPONSIBILITIES: Procurement (70%) + Facility (30%)

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: Participates in drafting the Procurement section of the StratOP and implements its action plan

- RISKS: produces and updates the risk map for his or her area of responsibility and proposes and implements corrective mitigation measures;
- INCIDENTS: drafts the incident reports for his or her area of responsibility;
- INDICATORS: produces, compiles and analyses the data in the procurement dashboard for his or her geographical area;

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;
- 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:

- Participates in analysing the programme's logistics context (evaluation of logistics capacities, table of logistics problems);

4.2 Design phase – Resources planning:

- Plans all the means necessary for the optimal management of equipment in his/her fields of activity and geographical areas.
- Helps establish the project's procurement schedule

4.2 Launch phase – Procurement planning

- Takes part in defining the procurement strategy

4.3 Implementation phase – Coordination

- Helps adjust the procurement plan after every project review
- Evaluates and adjusts the resources and their distribution according to the needs

4.4 Closure phase

- Contributes to the preparation of financial reports.
- Implements the on-site storage of archives or their transmission to HQ;
- Implements the return/donation of material;
- Provides the data needed to prepare the financial reports

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

- Participates in the facilitation of the profession sector in his or geographical area (community of practice)

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 3-5 years of management experience in procurement/supply chain/ logistics, of which at least 1-2 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

TO APPLY: Only online by joining a CV and cover letter via the following email: recruitment@vietnam.hi.org. Closing date for applications is **April 12, 2026**. Only short-listed candidates will be notified.

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/>