



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.

Dispatcher

Reference Number: EQ2025009_MAY_Dispatcher
Salary Grade: B1
Contract Duration: 6 months
Report to: Logistics Site Manager
Duty Station: Mandalay (travel to subsites when needed)
Application Deadline: 04/05/2025
Start date: As soon as possible

Job purpose

The ICRC Logistics Unit in Mandalay is looking for a Dispatcher. Under the supervision of Logistics Site Manager, the Dispatcher is responsible for assigning vehicles in a way that prioritizes safety, operational objectives, and cost efficiency. They carefully organize driver schedules to ensure all assignments align with the organization's needs and timelines. Additionally, they coordinate the maintenance of all vehicles, including generators and motorbikes, to keep them in optimal working condition.

Main responsibilities

- Coordinate and manage all aspects of the vehicle fleet to meet operational needs, ensuring optimal vehicle utilization, timely maintenance, and compliance with ICRC standards.
- Strategically plan and assign vehicle movements, ensuring proper documentation, vehicle readiness, and real-time trip tracking, including route deviations and field deployment coordination.
- Manage driver teams across all vehicle categories, overseeing licensing, duty schedules, attendance, and adherence to safety protocols and legal requirements.
- Lead the PMD process for drivers, conduct regular team meetings, maintain updated job descriptions, and support staff development through coaching and training opportunities.
- Enforce strict adherence to internal policies and traffic laws, ensure mandatory seatbelt use, and supervise correct vehicle loading practices to maintain safety standards.
- Track vehicle usage, fuel consumption, and servicing schedules; compile weekly reports for logistics and coordinate fuel procurement.
- Supervise vehicle and equipment maintenance (including generators and motorbikes), ensuring timely servicing and repairs according to manufacturer standards.
- Assist with vehicle registration, insurance claims, and accident reports while supporting documentation for per diems, advances, and overtime.
- Maintain accurate records including logbooks, trip documents, and monthly mileage reports, submitting data to relevant departments.
- Report schedule deviations, incidents, and road safety changes promptly to the line manager and ensure communication protocols are followed in the field.

Requirements and experience

- A university degree or diploma in a relevant field (such as logistics, administration, or operations management) or an equivalent combination of education and professional experience.
- A minimum of two years of proven work experience in a related field, ideally involving dispatch, fleet coordination, or logistics operations.
- Strong communication skills in Burmese and a good understanding of English.
- Familiarity with all-terrain vehicles and navigation tracking systems.
- Previous experience with the ICRC, especially in areas such as fleet management, is a valuable asset and highly regarded.
- Valid Driving License

Your Profile

- Strongly motivated by humanitarian work, and proactive attitude
- Effective communication, networking and listening skills
- People person and genuine sense of empathy
- Autonomous and adaptable, with ability to interact collaboratively in a multidisciplinary and multicultural team
- Capacity to work under pressure and remote environment
- Good understanding of the dynamic affecting Myanmar and its humanitarian consequences

We offer

- A unique and rewarding opportunity to help the victims of violence in a fast-paced environment;
- Initial training and on-boarding organized
- Fix Term of 6-month contract with possibility of extension
- A competitive compensation package including medical coverage and transportation allowances.
- A training opportunity to develop and strengthen the quality of the services provided to our beneficiaries as well as to support our staff members' professional and personal development.

Interested to join us?

Please submit your application (Motivation letter, Curriculum Vitae (CV), relevant certificates, 3 referees and salary expectation) by email (not exceeding 5MB) to:

yan_hr_recruitment_services@icrc.org

Please indicate the Reference Number **EQ2025009_MAY_Dispatcher** in the email subject.

Kindly send your application no later than **04/05/2025**. Interviews are expected to take place within 2 weeks after the application closing date. Due to the urgency of the position, the ICRC reserves the right to recruit a candidate who matches the required profile before the above deadline and only shortlisted candidates will be contacted.

The ICRC is committed to creating a diverse and inclusive working environment for all its employees. We encourage all qualified candidates to apply, irrespective of ethnicity, race, gender, disability, age, or belief as part of the recruitment policy of the ICRC.

Need further information?

For more information about the position, you are most welcome to contact our Talent Acquisition Team at yan_hr_recruitment_services@icrc.org.

For general information about the ICRC, please consult www.icrc.org and <https://www.icrc.org/en/where-we-work/asia-pacific/myanmar>.