



JOB ANNOUNCEMENT **REGIONAL LOGISTICS CONTROLLER**

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.

HI is recruiting one qualified candidate to fulfill the following post:

- Position: **Regional Logistics Controller**
- Location: **Any country in the region where HI presents** (Cambodia, Laos, Myanmar, Philippines, Thailand & Vietnam)
- Contract Type: **Fixed Duration Contract (FDC)**
- Contract duration: **1-year, fixed duration contract (potential to be extended)**
- Working Schedule: **Full time (40 hours per week)**
- Expected starting date: **As soon as possible**
- Salary and Benefit Package: **Salary rank starting from A1.1 (category Activity Manager) based on experiences and other benefits are in accordance with salary ranger of each country linked with remuneration policy.**

General mission

The South East Asia Program include operations in Cambodia, Laos, Vietnam, Philippines, Myanmar and Thailand. The Regional Program Office is based in Vientiane but regional staff member can be based in any country of the program. The Regional Operational Strategy was approved in November 2025 and runs from 2026 to 2030. The ongoing strategy aims to improve participation, resilience and quality of live conditions of persons with disabilities and vulnerable groups through the strengthening of (i) Rehabilitation: Strengthen and expand interventions building a model for continuum of rehab care (ii) Inclusive education: Consolidation as inclusive education actor on primary with technical support to relevant actors included institutional ones and (iii) Inclusive employment: Sustainable Economic Development to eliminate poverty through an inclusive employment strategy and resilient livelihood (iv) Disaster Risk Reduction: early action, inclusive humanitarian action, climate action disaster preparedness and risk reduction, emergency response.

The Regional Logistics Controller is reporting to the Regional Logistics Manager and based in one of Country Offices of HI South East Asia Programme

The Regional Logistics Controller is responsible for supporting & monitoring the implementation of Logistics procedures and tools. She / he upholds the efficiency and quality of Logistics performance within the South East Asia Program, which may include providing coverage or substitution when needed.

She or He is a key player in the rollout and implementation of HI's logistics standards, which consists in reworking the positioning of logistics at HI South East Asia Program and affirming the principle of professional development.

Missions / responsibilities (*)

Responsibility 1: Implementation of Logistics Compliance and Internal Control

Activities:

- a. Contributes to the development and updating of the program's Logistics risk map(s).
- b. Conduct annual Logistics Internal Control Questionnaires (ICQs) for each country in the region as the 1st programme level in collaboration with Country Logistics Managers (CLMs).
- c. Support and monitor implementation of corrective actions resulting from audits, ICQs, and compliance reviews through specific workplan/action plan, in collaboration with Regional Compliance staff.
- d. Conduct quality reviews of closed procurement files and verify the completeness, accuracy, and proper archiving of all supporting documentation in both physical and digital formats.
- e. Perform periodic checks and quality reviews of logistics monitoring charts with each country in the region
- f. Ensure compliance with HI internal rules and standards, local regulations, and contractual obligations, particularly those related to institutional donors and partnerships/consortia.

Responsibility 2: Programme Logistics Optimisation

Activities:

- a. Analyse logistics KPIs, and operational performance trends.
- b. Produce and publish periodic regional logistics performance reports.
- c. Support country logistics teams in identifying efficiency gaps and implementing improvement initiatives.
- d. Promote logistics best practices and continuous improvement initiatives.
- e. Support country programmes in procurement planning and sourcing strategies.
- f. Identify and be in charge for strategic procurement categories at regional level

Responsibility 3: Gap-Filling Deployments

Activities:

- a. Undertake short-term deployments to country offices in the region (virtually or in person) as required to:
 - temporarily fill critical logistics vacancies;
 - provide operational support to countries experiencing capacity or performance challenges; and
 - support priority logistics initiatives, audits, or improvement plans.
- b. Provide hands-on technical assistance, coaching, mentoring, and capacity building to country logistics teams throughout the deployment.

Responsibility 4: Contribution to the Logistics section of the StratOp and directs its action plan

Activities:

- a. Contribute towards the drafting, revision and implementation of the Operational Strategy (StratOp)
- b. Contribute logistics strategy and functioning through the active promotion of HI's institutional policy and directives and the optimisation of its resources.

Responsibility 5: Contribution to deploys HI's standards

Activities:

- a. Ensure compliance with and application of HI standards for his or her entire professional field with regard to policy, processes and tools;
- b. Support country to adapt and contextualise these standards to meet local conditions and regulations;
- c. Verify compliance with and the application of internal rules and the rules of institutional donors

Responsibility 6: Contribution towards the development of the Logistics profession across the organisation

Activities:

- a. Facilitate the development of the logistics profession and contributes towards the development of the Logistics profession across the organisation
- b. Contribute towards the facilitation of the profession's development at the organisation's regional level (community of practice);
- c. Help to develop a pool of local talent (holds technical interviews with the candidates and formulates recommendations; identifies training requirements).
- d. Support training initiatives.

Specific mission: In addition, the Regional Logistics Controller may undertake any other duty requested by his/her line manager that may be required for the service..

Experiences and Qualifications:**Qualifications:**

- Bachelor's Degree in Logistics/Supply Chain, Economics, Business Administration or equivalent is required
- Professional qualification in Logistics/Procurement is preferred (eg: CIPS, CSCP, ...)

Experience:

- At least 5- 7 years of 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
- Proven experience in logistics compliance, internal control, procurement oversight, and performance monitoring

Skills:

- Strong knowledge of logistics, procurement, supply chain management and internal control systems.
- Strong analytical skills with the ability to interpret data, identify trends, and propose practical solutions.
- Excellent organizational and planning skills, with the ability to manage multiple priorities across several countries.
- Strong attention to detail and a high level of integrity and compliance awareness.
- Strong interpersonal, communication, coaching, and facilitation skills.
- Ability to work independently and collaboratively in a multicultural environment.
- Results-oriented with a continuous improvement mindset.

Others:

- Fluency in English, both written and spoken.
- Willingness and ability to travel within the region

Application process:

HI is committed to equal employment opportunities for all applicants. HI is committed to the principle of diversity and particularly welcomes applications from people with disabilities and women.

The successful applicant will be expected to comply with HI's Code of Conduct; Child Protection Policy; Policy on Prevention from Sexual Exploitation and Abuse; Anti-fraud, bribery, and Corruption Policy; and Disability, Gender, and Age Policy.

HI offers: approximate Gross salary **\$ 1,470 – \$ 1,610 (paid in KIP) based on experiences** + benefits (13th month, Health Insurance, NSSF, Mobile Allowance, Annual Leave, etc.).

Please provide details in your application form / cover letter if there is any specified support in terms of disabilities needs or accessibilities.

Applications must be submitted by the **18th of August 2026 at 5 PM**. Please state clearly in the email subject the position title **Regional Logistics Controller** and should include a cover letter addressing the requirements together with a curriculum vitae (maximum of 2 pages), current photo, names and contacts of three professional references (preferably from one current line manager, one previous line manager and one from current HR manager) that can support your application.

The position will be closed once a candidate has been identified. Only short-listed candidates will be contacted for an interview. All application documents will be treated confidentially and will not be returned.

Applications are invited to submit your applications by email: office-recruitment@laos.hi.org

Or hardcopy by addressing to:

HR Department

Humanity and Inclusion: PO Box: 2496, 51/1 Hongkae Road, Ban Sisangvone, Vientiane Tel: (021) 412 110

Website: www.hi.org