

JOB DESCRIPTION

Logistic and Procurement Manager

Position title	Logistic and Procurement Manager
Location	Dili, Timor-Leste
Reports to	Operation Director
Grade	7 step 1
Salary	US\$1,227 per month
Position type	2 Year
Start date/timeframe	28 April, 2023

1. Background

1.1 About CARE

CARE is an international development and humanitarian organization that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

2. The role

PURPOSE OF THE POSITION:

This position is responsible for both the day-to-day and the long-term management of organizational requirements of the CARE procurement of goods and services; management, maintenance and inventory of all assets; vehicle management; logistics support to the CARE country program and partners.

This position manages the Logistics and Procurement team. It also works closely with staff from other CARE projects and program support teams.

MAIN RESPONSIBILITIES:

1. Logistics

- Logistics activities in CARE International in Timor-Leste (CARE), including implementing and enforcing the Logistics sections of the Country Office Logistics and Administration Manual (COLAM), and developing tools and processes to improve logistics efficiency and effectiveness.
- Contributing to the strategic management of CARE by representing logistics and procurement functions in all areas of planning.

2. Procurement

- Implement/maintain procurement standard practices and systems in accordance with the Country Office Logistics and Admin Manual and its additional procedures, including training and induction of staff.
- Liaise and co-ordinate with relevant program and program support staff during the procurement process, including by developing and maintaining procurement plans and by ensuring that staff are aware of procurement rules.
- Maintain accurate vendor information in accordance with the COLAM and lead the processing of identifying and assessing new suppliers, and monitoring the performance of existing suppliers.
- Establish and maintain a regular required vendor for frequently purchased items.
- Support field operations by supervising field procurements and identifying appropriate vendors in the field.
- Liaise with international, governmental and non-governmental organizations and collaborate where appropriate.
- Implement and maintain proper reporting and filing systems, soft and hard, including keeping records and files to full audit trail standard.
- Managing vendor contracts and ensure that is in accordance with Donor and CARE's requirements

3. Asset Management

- Manage CARE's assets through implementing and enforcing CARE's asset management policies in the COLAM, including training and induction of staff.
- Maintain asset registers for all departments and projects, including all assets required to be tracked by the COLAM or by donor policies.
- Manage process of assets disposal.

4. Warehouse Management

- Manage CARE's warehouses through implementing and enforcing the warehouse procedures in COLAM, including training and induction of staff.
- Establish and maintain safe, secure and clean warehouses in all required locations, including appointing responsible staff and conducting spot checks.
- Manage the transport of stock between warehouses and offices, including maintaining full records.
- Maintain stock reports and regular stock takes in warehouses throughout Timor-Leste.

5. Fleet Management

- Implement and enforce COLAM, including training and induction of staff, and ensure that use of vehicles complies with policies on fraud, safety & security, and code of conduct.
- Manage inspections, maintenance and repairs in the most cost-effective manner to maximize availability of vehicle, including managing relationships with workshops in Dili and in the field.
- Establish and manage effective fuel supply in all required locations, and ensure timely preparation of fuel reports and invoices.
- Coordinate drivers in both programs and program support in regards to safety and training issues.
- Manage CARE's fleet to provide maximum efficiency and effectiveness, including:
 - a. Ensuring appropriate vehicles are used for key tasks/projects.
 - b. Monitoring repair costs, condition and replacement costs.
 - c. Planning the long-term fleet strategy in response to PSU and Program needs.
 - d. Ensure that all distribution of goods are in accordance with CARE's policy.

6. CARE strategic Management and Responsibilities

- Plan and organize the activities of all logistics and procurement functions in a manner that ensure effective and efficient execution, including by developing and fulfilling annual operating plans, structuring the department effectively, and developing staff.
- Support strategic planning in CARE by:
 - a. Coordinating with other managers in program support unit to ensure the overall high performance of the unit.

- b. Representing Logistics and Procurement in high-level planning and meetings.
 - c. Contributing to emergency planning and response.
 - d. Supporting the Operation Director as required.
- As an emergency response team (ERT) member, actively participate, in operational requirements, related to preparedness and a specific emergency response.

7. Team Management

- Ensure that all staff has clear work plans and strong understanding of their roles to contribute to the overall program goal.
- Oversee and manage the work of Logistic and Procurement team including leading an effective teamwork and productive team and ensuring there are regular team meetings and communications.
- Directly supervise, and support team members including providing clear advice and guidance, professional development, managing performance effectively, including administration of leave and ensuring that there is a back-up.
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures
- Demonstrate an ongoing commitment to gender equality, diversity and child protection.
- Along with the Operation Director to identify the critical needs in the team and coordinate with HR on recruitment and other HR process.

8. OTHER RESPONSIBILITIES

- To proactively manage the APPA process for all direct reports (annual appraisal, midyear review and regular 1:1 meetings) creating an environment where feedback is valued, acted upon and monitored, and where the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Actively promote PSHEA (Protection against Sexual Harassment, Exploitation and Abuse) standards within the SRMH projects, within the team, with partners and amongst beneficiaries served by CARE

3. Selection criteria

EXPERIENCE AND QUALIFICATIONS:

- Minimum Bachelors' degree in Administration, Management or equivalent and/ or minimum 5-8-year relevant work experience, preferably in administration/office management, logistics, procurement, and/or safety and security an asset;
- Excellent communication skills in English on both written and verbal.
- Demonstrated ability to manage the logistics and procurement technical function(s) and implement procedures and processes, with minimal supervision;
- Demonstrated high level organizational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;



CARE International in Timor-Leste

- Demonstrated strong leadership, management, decision making, problem solving, planning, analytical and influencing skills;
- Demonstrated experience in effectively leading and motivating a team;
- Demonstrated honesty, maintaining confidentiality, reliable and trustworthy;
- Representational skills including developing networks and relationships with key stakeholders;
- Proven understanding of working with an International Non-Government Organization (INGO) and a willingness to learn about CARE, gender equality and women's empowerment activities;
- Proven ability in managing a budget and/or cash; and
- Fully conversant in Microsoft Office with knowledge in Microsoft Word and Excel and excellent numeric skills.