

JOB DESCRIPTION

Driver

Position title	Driver
Location	Dili, Timor-Leste
Reports to	Logistic Officer
Grade	2
Salary	USD 336 per month
Position type	Fixed
Start date/timeframe	September 2025

1. Background

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.

CARE in Timor-Leste has zero-tolerance for sexual harassment, sexual exploitation, and sexual abuse, as well as all forms of harm to children.

CARE participates in the global [Inter-Agency Misconduct Disclosure Scheme \(MDS\)](#). In line with this Scheme, CARE in Timor-Leste will seek a "Statement of Conduct" from all past employers that candidates have been employed by over the last 5 years, specifically related to incidents or investigations into allegations of sexual harassment, sexual exploitation or sexual abuse during their employment. CARE is also committed to disclosing knowledge of sexual misconduct to other agencies where requested.

2. The role

The Driver is responsible to support in the day-to-day operations of CARE activities for programs and support unit. This role ensures compliance with CARE's vehicle policies and national traffic regulations while maintaining the conditions and readiness of assigned vehicles.

This position is based in Dili, with travel to other field offices as required.

MAIN RESPONSIBILITIES

- Provide safe, courteous, professional and timely transportation for all authorized passengers including official visits in the vehicle (CARE staff, INGO staff, partners, project beneficiaries, visitors) in accordance with the Fleet Manual, Safety & Security requirements, and the laws of Timor-Leste.
- Confirm assigned travel routes and destination in advance; pay close attention to delivery instructions.
- Notify passengers of pick-up and arrival times via call or text, and maintain professional, respectful communication at all times.
- Transport goods, documents, and supplies as required; assist with loading and unloading, and Support logistics and field activities during distributions, events, or training.
- Ensure all vehicle-related documents such as registration, vehicle log sheet, waiver forms, emergency contact list and daily checklist form are valid, always updated and readily available in the vehicle.
- Refuel the vehicle as needed, ensuring proper submission of fuel receipts and maintain accurate vehicle log sheets and fuel usage records in alignment with CARE's fuel tracking procedures and reporting to the Logistics Officer.
- Update daily movement plans on the logistics planning whiteboard and coordinate with the logistics team on vehicle usage and availability. Notify the team promptly of any schedule changes or delays.
- Conduct daily inspection and basic maintenance of the vehicle, including cleanliness (interior and exterior), checking fuel, water, oil and tire pressure, brakes, and lights. Report any mechanical issues to the Logistics Officer immediately.
- Ensure the vehicle is always equipped with functional safety and emergency tools such as a first aid kit, spare tire, jack, toolbox, drinking water, and an up-to-date emergency contact list.
- Demonstrate basic knowledge of vehicle repair and maintenance, support service scheduling and coordinate with the Logistics Unit for any required servicing.
- Follow all traffic rules, driving regulations and procedures outlined in the CARE Vehicle Policy.
- Immediately report any accidents or security incidents to the Security Focal Point and Logistic Unit, completing the necessary incident forms as per CARE procedures.
- Demonstrate flexibility and willingness to work outside regular hours, including evenings, weekends, or public holidays, when required to support operational needs.

- Perform other relevant duties as assigned by the Logistics Officer and/or other authorized supervisors.

OTHER RESPONSIBILITIES

- Engage in emergency preparedness, assist in any emergency response as required.
- Maintain strict confidentiality and discretion when handling and transporting documents or project-related materials, consistently upholding CARE's Code of Conduct.
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives; and
- Demonstrate an ongoing commitment to gender equality, diversity and child protection.

3. Selection criteria

- Minimum 8 years' experience, preferably with an International Non-Government Organisation (INGO) or private company.
- Valid Timor-Leste Driver's license, preferably with four-wheel drive experience.
- Basic knowledge of vehicle repairs and maintenance.
- Good communication skills in Tetum and basic English proficiency is an advantage.
- Minimum Senior Secondary education.
- Ability to work independently within clearly defined routines and procedures and perform repetitive manual tasks with minimal supervision.
- Demonstrated ability to follow instructions and work effectively as part of a team.
- Willingness to learn how to manage and acquit small cash advance.
- Strong interpersonal skills, including open-mindedness, willingness to learn, teamwork, positive attitude and professional conduct.
- Flexible and able to work under pressure, well-organized with ability to organize and manage workload and meet deadlines.
- Demonstrated honesty, reliability and trustworthiness.

Note

CARE prioritises the safety of the community members that we work with, particularly the most vulnerable members of society, including women and children. CARE in Timor-Leste will not tolerate sexual harassment, exploitation or abuse by staff or partners, and has embedded systems to prevent and address safeguarding risks across our operations.