

JOB DESCRIPTION

Logistic Manager

Position title	Logistic Manager
Location	Dili, Timor-Leste
Reports to	Director of Finance and Operation
Grade	7
Position type	Fixed – Term, Full - Time
Start date/timeframe	15 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

Reporting to the Director of Finance and Operations, the Logistics Manager is responsible for overseeing the full supply chain operations of CARE in Timor-Leste including procurement, logistics, fleet, asset, inventory, and warehouse management. The role ensures the effective acquisition and movement of goods and services, and the maintenance of vehicles and assets in support of country office programs and projects. The position plays a key strategic role in developing and implementing logistics and procurement frameworks aligned with CARE policies, donor requirements, and operational efficiency objectives.

The role directly line manages a Logistics Officer and Senior Administration & Security Officer.

Main Responsibilities:

Procurement and Logistics Management

- Develop and implement procurement strategies in line with CARE's Logistic and Administration Manual (COLAM) and donor policies.
- Lead end-to-end procurement processes (sourcing to distribution).
- Manage vendor relationships, contract negotiations, and compliance.
- Maintain accurate supplier databases and transparent procurement records.
- Lead the movement, storage, and distribution of goods across programs and field offices.
- Ensure compliance with CARE, donor, and legal requirements.
- Monitor logistics risks and oversee mitigation systems.
- Provide logistics reports and participate in emergency response operations.

Asset and Inventory Management

- Oversee all CARE assets, including vehicles, equipment, and supplies.
- Ensure proper asset registration, inventory control, and disposal procedures.
- Prevent stockouts, wastage, and ensure cost-effective inventory levels.

Warehouse Management

- Ensure safe, clean, and secure storage facilities at all required locations.
- Maintain inventory systems, conduct regular stock takes, and oversee internal controls.
- Manage the transport of goods between warehouses and project sites.

Fleet Management

- Enforce vehicle policies including safety, maintenance, fuel efficiency, and utilization tracking.
- Oversee procurement, leasing, and maintenance of vehicles.
- Manage drivers, including recruitment, training, and performance.
- Develop long-term fleet strategy and ensure readiness for emergency situations.

Administration, Safety & Security Management

- Supervise and support the Senior Administration Officer and Security Officer to ensure effective administrative services at the Dili office and Field offices
- Lead and coordinate CARE's Safety and Security Focal Point (SSFP) team across all locations to ensure consistent communication, monthly reporting, regular field visits, and targeted capacity-building.
- Oversee contingency planning and coordinate response strategies, including hibernation, relocation, and medical or security evacuations.
- Provide operational and strategic security advice, including during program design and implementation phases.
- Assess and ensure the security of all CARE offices and residences for international staff, including new location assessments and risk mitigation actions.
- Act as an emergency response team (ERT) member for the logistics function related to emergency preparedness and response
- Represent CARE at inter-agency safety and security coordination meetings.

Team Management & Capacity Building

- Provide ongoing capacity building and induction for logistics and procurement staff, ensuring new and existing team members understand their roles and responsibilities.
- Oversee team performance by establishing clear work plans, offering professional guidance, and conducting regular team meetings.
- Supervise staff effectively, including managing performance, leave, and backup arrangements to ensure continuity.
- Foster a safe, secure, and inclusive work environment by promoting safety compliance, gender equality, diversity, and child protection.
- Proactively ensure PSHEA (Prevention of Sexual Harassment, Exploitation and Abuse) policies are implemented.

3. Selection criteria

Qualifications

- Bachelor's degree in administration, management or equivalent, preferably in administration/office management, logistics, procurement, and/or safety and security area

Experience

- Minimum 8 years of senior leadership experience in logistics, preferably with an international NGO or similar organization in Timor-Leste.
- 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.
- 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, reliability and trustworthiness.
- Representational skills include 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.
- Experience in adapting ERP and SCM software for improved functional efficiency is desirable.
- Excellent verbal and written communication skills in English and Tetum
- 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.

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.