**We’re Hiring!**

**Logistics Manager – CARE Timor-Leste**

**Location:** Dili, Timor-Leste  
**Contract Type:** Fixed-Term, Full-Time – **1 Year**  
**Grade:** 7  
**Reports to:** Director of Finance & Operations  
**Start Date:** September 2025  
**Application Deadline:** **25 August 2025**

**About CARE Timor-Leste**

Since 1994, CARE has been part of Timor-Leste’s journey, working hand-in-hand with communities to **defeat poverty, promote equality, and create lasting change**. We believe that **when women and girls thrive, entire communities prosper**.

Our programs focus on four priority areas:

* **Education** – creating access to quality learning.
* **Women’s Economic Empowerment** – supporting women to earn, save, and invest.
* **Health** – promoting nutrition, hygiene, and community well-being.
* **Women’s Voice in Society** – ensuring women’s voices are heard and respected in decision-making.

We have a **zero-tolerance policy** for sexual harassment, exploitation, abuse, and all forms of harm to children. As a proud participant in the **Inter-Agency Misconduct Disclosure Scheme (MDS)**, we seek “Statements of Conduct” from past employers for the last 5 years, ensuring all staff meet the highest safeguarding standards.

**About the Role**

As **Logistics Manager**, you’ll be the operational powerhouse of CARE Timor-Leste. Your work ensures that our programs—whether in Dili or remote municipalities—have the **right supplies, at the right time, in the right condition**.

**Key Responsibilities**

**1. Procurement & Logistics Management**

* Lead **end-to-end procurement** from sourcing to delivery, ensuring transparency and compliance with CARE and donor policies.
* Maintain an updated supplier database and build strong vendor relationships.
* Oversee the safe and timely transportation of goods across all program locations.

**2. Asset & Inventory Control**

* Manage CARE’s vehicles, IT equipment, and other assets.
* Keep accurate inventory records and prevent losses or stockouts.
* Implement cost-effective inventory levels for smooth operations.

**3. Warehouse & Fleet Management**

* Ensure warehouses are secure, organized, and well-maintained.
* Monitor vehicle usage, safety, and maintenance schedules.
* Train and manage drivers for efficient and safe operations.

**4. Administration, Safety & Security**

* Supervise the Senior Administration & Security Officer to ensure smooth office operations.
* Act as the **Safety and Security Focal Point**, overseeing risk assessments, contingency planning, and emergency responses.
* Represent CARE at inter-agency safety coordination meetings.

**5. Team Leadership & Capacity Building**

* Directly line-manage the **Logistics Officer** and **Senior Administration & Security Officer**.
* Set clear work plans, provide training, and mentor staff for professional growth.
* Foster an inclusive, safe, and respectful work environment.

**Who We’re Looking For**

You might be the right fit if you have:

* A **Bachelor’s degree** in administration, management, logistics, procurement, or a related field.
* **8+ years** of experience in senior logistics management (INGO experience is a big plus).
* Strong leadership, problem-solving, and decision-making skills.
* Excellent organization and time management—able to juggle multiple priorities.
* Good verbal and written skills in **Tetum and English**.
* Experience managing budgets and using Microsoft Office (Excel & Word).
* High integrity, confidentiality, and the ability to work with diverse teams.

**How to Apply**

1. Prepare your **CV** and **application letter** highlighting your skills and experience.
2. Send them via:  
   **hr.tls@careint.org**  
   Or deliver to the **HR Unit, CARE Office, Bairo Pite, Dili**

**Application deadline:** **25 August 2025**

*CARE values diversity and encourages women to apply.*  
This is more than a job—it’s a chance to make a real impact in Timor-Leste.