

JOB DESCRIPTION

Senior Logistic and Commodity Officer

Position title	Senior Logistic and Commodity Officer
Location	RAEOA
Reports to	LRP Manager
Grade	5 Step 1
Salary	US\$810 per month
Position type	One Year
Start date/timeframe	October 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 programs 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 programs.

1.2 About the programme

CARE International in Timor-Leste will implement an extension to the United States Department of Agriculture (USDA) funded HATUTAN Program, to build a partnership between schools and their communities to improve literacy, learning, health and nutrition for children and adults in the municipalities of Ainaro, Ermera, Oé-cusse and Manatuto. The program partners with the Ministry of Education, Youth and Sports (MEJD) as the lead Ministry to strengthen pre-school and primary school performance in literacy, health and nutrition and support the full implementation of the government school feeding program. The HATUTAN Program also works closely with the Ministries of State Administration, Health, Agriculture and Fisheries.

2. The role

PURPOSE OF THE POSITION:

Under the supervision of the Local Regional Procurement Manager (LRPM), the Senior Logistic & Commodity Officer will lead all aspects of commodity management and logistics operations of the School Feeding Program, ensuring schools receive food commodities timely and based on plan. S/He also will have the overall responsibility for ensuring that an effective supply chain management is in place. This includes commodity planning in line with requirements, provide oversight to food commodity surveys, port operations, and ensure timely movement of commodities to the respective schools.

This position will also ensure that:

- an effective control and monitoring system for commodity movement at all stages of transport, handling, storage, and distribution for receiving commodity at port and coordinating all port operations activities including coordinating with port officials.
- Adequate warehousing and transportation facilities are in place for the proper storage of food commodities and its movement to the schools for final distribution,
- Adequate record keeping, reporting and monitoring are in place at all levels, i.e. at the RAEOA level, regional/district levels and at the school level.
- The role requires a high level of professionalism, good leadership, excellent organizational and planning skills and attention to detail with an ability to work confidentially and appropriately with others across a diverse team.

This position is based in RAEOA, with regular travels required to other field offices and sub regions.

A. MAIN RESPONSIBILITIES:

1) Commodity Management:

Tracking of procurement of all goods and services.

- Support the logistic and procurement team for leasing warehouse space, buying empty containers, commodity package items, hiring truck and car rentals, printing school banners and office equipment.
- Ensure timely printing of commodity documents such as Waybills, Registers, LARs, RLDRs, School Reporting Formats, Stack cards, etc. for a seamless commodity management. Prepare training modules for the school management for easy understanding and internalization.
- Support in the procurement of big warehouse supplies like flatbed weighing scales, pallets, fireman ladder, guard locks, etc.
- Ensure that all expenditures related to the area of commodity management and/or operations are well within approved budget guidelines. All related purchases / expenses

should be reviewed to confirm the availability of funds before it is sent for approval. All procurement process should conform to CARE procurement guidelines.

- Coordinate with project field team to review their requirement and provide support as needed to conduct a smooth operation.

Management of Shipment of Commodity Importation and Dispatch

- Support the entire commodity management team in port operation, service providers are in place, orient them for smooth commodity discharge and receiving, survey work and transportation from the Dili Port to the central warehouses for storage and onward transportation;
- Support the LRPM to coordinate and handle all shipping matters on food commodities and ensure timely correspondence on shipping matters with concerned Ministry/ Government officials, Surveyors, Shipping Agent, C &F Agent.
- Monitor/ review the performance of each service provider and provide feedback with recommendations for improvement in each relevant area; provide immediate feedback in case of poor performance, wrongdoings/errors by the service providers.
- Review shipping documents including exemption on Tax, VAT, import permit letter request and approval and ensure that all documentation required is in order before they handover to the relevant authorities, i.e. C &F agent and customs for timely clearance through customs;
- Oversee and ensure effective discharge and de-stuffing of commodities from containers, monitor the reconstitution work if deemed necessary, track and document on all losses observed at the port at the time of offloading and take remedial action for the disposal of damaged commodities, following procedures that are in line with both the donor's and the government's requirement;
- Keep the LRPM informed on shipment arrival and discharge operation including its movement from the port to the designated warehouses;
- Coordinate, oversee and monitor surveyor, C&F agent and shipping agent activities and ensure that vessel is berthed in time and effect discharge of commodities properly; coordinate, oversee and monitor loading from the local suppliers' warehouse for the procurement of rice, beans, peanut and fish powder.
- Review the daily and final dispatch reports and the survey report and reconcile the shipment inventory to determine any marine losses and/or short landing and ensure that all documentation related to such losses are collected, reviewed and submitted in a timely manner; Review final receipt report for the locally procured commodities and reconcile with the agreement and waybills to determine any transportation losses

- Ensure that relevant records such as the shipment register, claims register, register for damaged / reconstituted commodities are maintained separately by shipment; Ensure all relevant records such as shipment claims register for damaged/reconstituted commodities are maintained and claims filed against the local supplier.
- Ensure that all survey reports are submitted by the surveyor on timely manner. These should first be reviewed with the DCOP for any changes and/or corrections that need to be made and that all information contained in such reports tally with information maintained by CARE before it is forwarded to CARE USA for further action. Ensure that all documents related to commodity receipt, storage, transport and handling are maintained in an accurate manner and are available for audit purpose;

Commodity supply chain management and accounting

- Establish a commodity requirement plan for all targeted schools. Prepare timely commodity dispatch plan for the schools during the period 2022-2026 ensuring compliance and annual estimate of requirements and approved student numbers. In addition, prepare a commodity distribution plan by district / by warehouse/dispatching location. ;
- Conduct logistics assessment to set up the warehouses at strategic location for timely commodity receipt and final delivery to the respective destination/s schools.
- Assess the School storage facilities routinely and ensure necessary improvement action is taken.
- In conjunction with the LRPM, DM warehouse SF-Manager and School Feeding team members, develop and design the commodity standard operating procedure/ guidelines/ form/format/ monitoring tools;
- Introduce effective commodity accounting and reporting system and organize to design computerized inventory system for commodity reporting if required;
- Establish effective internal control systems at all levels to avoid / mitigate losses and damages as per the CARE and donor regulation and provide training on standard operating procedures to all staff involved in commodity storage, delivery and distribution management;
- Ensure that all invoices provided by the transporter are first reviewed for correctness which shall include the determination of all internal losses and take appropriate action.
- Review the performance of each transport contract and provide feedback and recommendations to Management.

Reporting, monitoring and audit

- Develop guidelines to form an independent team comprising with finance, administration and other project staff in all school district to carry out the physical inventory at warehouse at the end of each month after completion of transaction/distribution. It is imperative and policy that this exercise is conducted at all such storage locations, with the exception of the schools, on the same day and at the same time.
- Ensure all warehouses and school storage facilities are inspected periodically by the relevant staff for quantity and proper storage of commodities and take remedial measures as needed.
- Ensure that steps are taken for the timely / regular submissions of the School Feeding Reports (also known as the School Stock & Issue Register) to the relevant dispatching points for review and assimilation of information. Institute follow-up procedures for delinquent reporting centers.
- Utilize end-use monitoring findings to improve supply chain management activities.
- Facilitate Internal / External Audits and resolve audit observations in relation to commodity.

Staff Management

- Assist in deployment of commodity staff and ensure the staff required for the projects are recruited as per policies and requirements and complete all HR documentation (i.e. Timesheet, Leave Management, Recruitment selection memo);
- Supervise the direct reports.
- Perform performance management activities of the supervisees
- Guide capacity building of the commodity staff of both CARE and Partner
- Conduct field visits for onsite guidance and implementation

B. Other Tasks

- Coordinate with all operation team on a regular basis to ensure the updated student recipient list is available to logistics team;
- Represent the project at meetings as required;
- Provide back-up during the LRPM;
- Provide technical support to project activities involving logistic and commodity training;
- Accomplish any other job as & when required as assigned by supervisor.

OTHER RESPONSIBILITIES:

- To proactively participate in the staff evaluation (APPA) process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Engage in emergency preparedness, assist in any emergency response as required;
- 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

EXPERIENCE AND QUALIFICATIONS:

- Minimum Bachelors' degree in any discipline with minimum 5-7 years' relevant work experience, preferably in an International Non-Government Organization (INGO) including 3-5 years practical experience of food commodity handling;
- Ability to manage the logistic and commodity technical function and implement procedures and processes, with minimal supervision;
- Proven demonstrated experience of working in large and complex project from USG funded projects;
- Knowledge of port operation and USDA rules and regulations is desirable;
- Experience as a supervisor of other operational support staff;
- Excellent written and verbal skills in Baikenu, Tetum and English and good numerical skills;
- Demonstrated knowledge of and experience in software package including MS Offices;
- 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, decision making, problem solving, planning, analytical and communication skills;
- 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.