

JOB PROFILE

How to Apply for this Job



Tom Price/Tearfund

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Logistics Manager
Group	International
Team	East and Central African Team
Location	Central African Republic with the Tearfund area of intervention in the country (Ouaka, Lobaye and Ombella M’Poko regions) with the possibility of extension.
Responsible to	Country Director

Part 1 – Job description

1. Main purpose of the job

The Logistics Manager (LM) is responsible for the logistics function as a country logistics coordinator in a Tearfund operational programme for the whole area of intervention in the country .

The LM manages the logistics staff at the programme head office plus at the project site with the responsibility for setting up and implementing a coordinated logistics function in support of the programme.

Covering supply chain, asset management, transport, communications and office/accommodation infrastructure, the LM ensures policies and procedures are known and complied with. As part of the programme’s Senior Management Team, the LM contributes to strategic decision making and shaping the overall strategy of the programme.

2. Position in organisation

- Grade: 3
- Reports to the Country Director
- Direct Reports: Line manages the logistics and other support staff in programme head office, including Logs Officers and Assistants, Procurement Officers, Storekeeper, Mechanic, Drivers, Guards and others where appropriate.
- Dotted line responsibility to the Logistics Business Partner (ECA) and Operations Manager (ECA), and contact with the Global Logs Team, Head of Global Logistics and IT Support & Operations Manager (UK).
- Works closely with the Finance Manager and HR officer to provide the coordinated support functions.
- Works closely with Area Coordinators managing project sites who have direct management of area logistics staff.
- Liaises closely with government (e.g. Customs) officials and other INGOs on logistics matters.

3. Tearfund’s Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund’s Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund’s Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.
- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - To model godly leadership in all aspects of character and conduct.
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
 - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
 - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
 - To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.
 - The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

5. Duties & Key Responsibilities

5.1. Programme Strategy

- As a member of the programme's Senior Management Team (SMT), help to shape the overall strategy for the programme as articulated in the Programme Strategy.
- Ensure Tearfund's purpose, values, and the programme objectives are communicated amongst logistics staff and facilitate input from them in the strategic planning process.
- Represent the logistics function in SMT discussions, ensuring logistics considerations are taken into account in reviewing and planning programme and project planning and activities.

5.2. Project/ Support Function Management

- Work with Area Coordinator and other project staff to ensure that the logistics needs of projects are identified and met to a high standard.
- In conjunction with the Area Coordinator, Sector Advisors and Project Managers, ensure project proposals and budgets reflect logistics considerations and that procurement plans are drawn up and followed, processing derogations
 - Ensure supplies are identified, procured and delivered on time to provide value for money, within Tearfund and donor procedures, and to the right specifications.
- Ensure the security of all stock and assets held within warehouses including adequate building infrastructure and maintenance, responsible manual handling, safe stacking, accurate and timely documentation, and appropriate trained and resourced staff.
- Ensure assets are tracked and disposed of within Tearfund procedures and according to donor requirements, assigning both assets and other inventory items to individuals.
- In conjunction with the Senior Management Team, define vehicle fleet requirements and ensure vehicle usage plans, insurance, maintenance and servicing are established.
- Ensure appropriate systems for training and monitoring the work of drivers and mechanics.
- Ensure testing of all staff required to drive within the programme and provide training where required.

- Ensure 24/7 telecommunications coverage with all sites through VSAT, Internet Connexion radio, satellite communications; maintaining the equipment and ensuring all relevant staff are adequately trained in their use for safe and effective communication; providing technical support as required.
- Ensure IT support coverage is provided for all sites within Tearfund policies, and ensure all staff are adequately trained to use the equipment provided.
- Oversee selection and maintenance of the office/accommodation infrastructure and associated utilities, ensuring safe and adequate living and working conditions.
- Ensure all new senior staff and those in the programme head office are briefed and appropriately trained on logistics policies and procedures.

5.3. Corporate Policy And Compliance

- Responsible for setting up, managing and overseeing all logistics systems (procurement, transport and fleet management, storage, communications, estate / buildings management, power supply, asset management, etc.)
- Responsible for compliance with Tearfund's Logistics policies and procedures and other policy and procedure manuals that may be applicable to a specific activity or situation (e.g. Security, Finance, HR policies).
- Regular travel to all sites within the programme to monitor compliance with policies and procedures, review logistics activities and work with logistics and project staff to enhance the logistics support given.
- Delegated responsibility for health and safety within the logistics function including particularly ensuring safe vehicle fleet management and safe working/living environments for all staff. Also the health and safety of the logistics team specifically, ensuring policy and procedures are understood by staff, and any accidents are recorded and responded to appropriately. Also to ensure that all new staff are briefed and trained on proper use of equipment (e.g. radios) to ensure safety, enhance security and programme efficiency.
- Support the HR Manager in the induction of logistics staff.
- Tearfund's mandate, values, Quality Standards, policies and programme objectives, particularly focusing on logistics policies and procedures, and their individual responsibilities in upholding these standards and policies.

Part 2 – Person specification

Job title: Logistics Manager

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Degree and/or appropriate equivalent with BIOFORCE training in Logistic Management or other trainings in Country Logistics Management • Qualification • Full clean driving licence 	<ul style="list-style-type: none"> • Associated Technical qualification (e.g. mechanics , IT ,) • Further qualification in humanitarian logistics especially in the emergency & development context .
Experience	Proven technical logistics experience in the emergency and development context <ul style="list-style-type: none"> • Proven driving experience appropriate to the programme • Proven experience of management of technical equipment including IT , VSAT , internet connexion , solar panels system , radios, satellite phones, generators, • Proven experience in the management of staff 	Working knowledge of good logistics practice standards in: <ul style="list-style-type: none"> • SPHERE, Humanitarian • Accountability Partnership, People In Aid and Red Cross Codes of Conduct. • Health & Safety at work • Cross-cultural/overseas work experience • Working with government

	<ul style="list-style-type: none"> • Proven Experience of Project budgeting • Proven experience in Project procurement planning and management • Proven experience of working in an insecure environment • Proven experience of working in a humanitarian aid setting (INGO) 	bureaucracy <ul style="list-style-type: none"> • Working with other Christian organisations would be an added value • Working in CAR will be an asset
Skills/Abilities	<ul style="list-style-type: none"> • Fluency in French and Working Knowledge of English is essential for this role. • Leadership and management • Very strong capacity of Planning and strategic thinking skills • Organisational and administrative • Negotiation and representation • Analytical and problem solving • Excellent written and verbal communication skills (French and English) • Highly Computer literate • Ability to lead, participate and facilitate in collective staff prayer and bible studies 	<ul style="list-style-type: none"> • Training and mentoring skills • Radio and satellite phone troubleshooting • Electrical power generation troubleshooting • Off-road driving (4x4, winching) training skills • IT software troubleshooting
Personal Qualities	<ul style="list-style-type: none"> • Committed Christian with a personal relationship with God • Committed to regular Christian fellowship with other Christians • Christian motivation in relation to injustice and serving those in need. • Emotionally & spiritually mature • Team player • Understanding and sensitivity to cross cultural issues • Commitment to accountability to beneficiaries, showing dignity and respect, and demonstrating listening and understanding • Flexibility, ability to remain calm under pressure • Willingness to travel and live in basic conditions 	<ul style="list-style-type: none"> • Networking • People developer and motivator
OTHER COMMENTS: <ul style="list-style-type: none"> • Regular travel across cluster countries is a requirement • All roles require a DBS/Police check • Tearfund is a member of the SCHR Misconduct Disclosure Scheme • Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		