Terms of Reference / Job Description

Position:	Transport & Logistics Officer
Report to:	Operations Manager
Location:	Port Moresby

Background for the Position

Caritas PNG is the Justice, Peace, Relief and Development Agency of the Catholic Bishops Conference of PNG and Solomon Islands. Its mission is that all staff and volunteers will demonstrate and promote the love and life of God's Kingdom by serving and defending the poor and vulnerable; and, promoting a commitment to compassion and justice.

Caritas PNG is also one of 162 member organizations of the Caritas Internationalis Confederation, which operates in over 200 countries and territories.

The following are some current and proposed programs of the organization:

- Community level integral human development interventions
- Peace building and conflict resolution
- Food and water security
- Building community resilience to disasters
- Warehousing / prepositioning of emergency relief supplies
- Advocacy and research
- Institutional strengthening
- Lenten appeal fundraising

The Transport and Logistics Officer is responsible for efficient daily staff movements and ensuring logistical needs of the office are met for the smooth delivery of program activities and emergency response. The role is under the supervision of and reports to the Operations Manager.

Key Functions

- Support program and operations team with transport
- Coordinate logistics for the collection, storage and distribution of materials for program operations
- Assist Finance and Administration team in office supplies and stock management

Job Duties

1. Transport

- Attending to and keeping daily log of staff movements and transport requests
- Perform daily vehicle maintenance checks and regular cleaning
- Tracking of vehicle safety and registration
- Tracking of vehicle mileage and maintenance roster
- Assisting Finance Assistant in monitoring of fuel supply

2. Logistics

- Organisation of storage areas for the office
- Maintain materials distribution lists of all cargo to be freighted
- Packing, preparation and freighting of cargo as needed
- Monitoring of waybills and freight collection information at pick-up points
- Provide transport and logistic support for prepositioning as needed

Job Requirements

The Transport & Logistics Officer is required to carry out his/her duties in accordance with the

safeguarding policy including remaining alert to and reporting any concerns of sexual exploitation, abuse and harassment; and child exploitation and abuse and implementing the safeguarding policy in his/her area of work.

Contract Period

The length of the contract is two years and renewable, subject to mutual agreement
The Job Description will be reviewed every six months or annually.

Working Conditions, and Travel

The Transport & Logistics Officer shall work a total of 40 hours per week from 8:00am – 4:30pm, Monday to Friday. However, due to demands of the position, flexibility to meet certain requirements and deadlines will be necessary. The role will require some travel.

Required Qualifications, Experience and Attributes

Qualifications

- Minimum Grade 12 Certificate

Experience and Attributes

- Class 6 Driver's License
- Knowledge of basic office software and office administration
- Excellent organisational and interpersonal communication skills
- Commitment to Caritas values and the Catholic church's mission

Desirable

- Experience working in a Church setting
- Experience with logistics and air cargo freighting

Caritas is committed to protecting those who work for us and those whom we work with from harm. This includes having zero tolerance to sexual exploitation, abuse and harassment; and child exploitation and abuse. Caritas expects that those who work for us do not use violence against women, children, or vulnerable adults.

The Transport & Logistics Officer will be required to read, sign, and adhere to the Caritas Code of Conduct and sign a self-declaration relating to his/her relevant criminal history as part of the recruitment and ongoing employment. The Transport & Logistics Officer may also be required to complete a police check.

Applications must include a cover letter and resume indicating education, employment history and at least two referees. Email your applications to: cbchr@catholic.org.pg (cc: director@caritas.org.pg) no later than 7th December 2026.

Only shortlisted candidates will be contacted.