

Job Description	
<b>Position:</b> Logistic Officer	<b>Reports to:</b> Disaster Management Manager (DMM)
<b>No. of Direct Reports:</b> 0 <b>No. of Indirect Reports:</b> 0	<b>Location:</b> TRCS Head Quarters, Nuku'alofa
<p><b>Organizational Context:</b></p> <p>The Tonga Red Cross Society (TRCS) was established in 1961 with its headquarters in Nuku'alofa and is a member of the International Red Cross and Red Crescent Movement. The Society acts before, during and after disasters, crises and health emergencies in order to meet the needs and improve the lives of vulnerable people. It is the largest local humanitarian organisation in Tonga committed to quality service delivery to the most vulnerable. The organisation is part of the Red Cross &amp; Red Crescent Movement which has 192 member countries.</p> <p>The Tonga Red Cross has a decentralized structure, with 3 branches. The society's work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality), policies and by their Strategy.</p>	
<p><b>Job Purpose:</b></p> <p>The principal responsibility of the Logistic Officer is to provide logistic support services to the Tonga Red Cross Society in all programs and departments such as DM, Health and First Aid in doing their work. By using the 5 rights (To the right place, at the right time, in the right quantity, at the right quality, at the right price) must comply when assist with any programs. This includes assisting with procurement, importation, stock issue, transportation, warehousing &amp; stock management and lastly report keeping.</p>	
<p><b>Specific job duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provide support to the National Society in the management of relief items (NFIs) for warehouses, inventories of pre-positioned disaster response materials</li> <li>• Coordinate and manage logistics support for disaster management operations, including requisitioning, receiving, storing and issuing goods in accordance with IFRC standards.</li> <li>• Compile quarterly stock movement reports and produce periodic stock take reports (quarterly for Tongatapu and monthly for outer islands)</li> <li>• Provide operational support for day-to-day operations and activities of the warehouse ensuring effective stock control and distribution</li> <li>• Procurement in collaboration with the finance department—obtain quotes, prepare quotation analysis and assist with importation of tender documents, compile documents, order stocks and assist with importation and customs clearance processes (TRCS emergency preparedness, operation and recovery)</li> <li>• Controlling and plan stock movement, receiving, sending and distributing goods for efficiency in both operations and capacity</li> <li>• Ensure of organizing transportation for distributing of NFIs</li> <li>• Maintain warehouses and stock management</li> <li>• Ensure timely reporting and accurate record keeping of NFIs</li> <li>• Provide logistic trainings to volunteers</li> <li>• Support to the logistic activities of the current and future emergency preparedness and emergency operations</li> <li>• Maintains quality throughout the logistic processes</li> <li>• Coordinate with OICs through DM on monthly stock report</li> </ul>	

### Duties applicable to all staff

1.	Actively work towards the achievement of the Tonga Red Cross Society goals
2.	Abide by and work in accordance with the Red Cross principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

### Position Requirements

Education	Required	Preferred
Diploma level qualification, professional qualification or equivalent of qualifying experience in logistics.	X	
Experience	Required	Preferred
2 years of experience in general logistics including warehousing and transportation	X	
Experience in using inventory/finance software	X	
Experience of supervising and supporting staff or labourers		X
Experience of working for humanitarian or non-profit making organisation		X
Knowledge and Skills	Required	Preferred
Highly numerate and able to successfully manage a large and demanding work load	X	
Strong knowledge of information sharing tool and ability to implement them	X	
Highly organized with ability to create a team approach	x	
Excellent logistic skills and influencing skills	X	
Strong time management and communication skills	X	
Ability to work well with others	X	
Knowledge of logistic subset	X	
Ability to contribute individually to greater goal	X	
Fluent in written and spoken English and Tongan Languages	X	
Advanced skills in computers and report writing	X	
Competencies		
Team work, multitasking, supervision and control, integrity and personal conduct, sensitivity to diversity, flexibility and adaptability, sound judgment and interpersonal skills.		

### Submissions

Interested candidates who wish to apply are required to submit their letter of application /cover letter together with a CV, certified copies of educational qualifications and transcripts and any other supporting documents.

Please note that any incomplete applications will **not** be considered.

All applications to be submitted either in person to: **ATTN: Secretary General, Tonga Red Cross Society Headquarters**, or electronically via email to [sg@tongaredcross.to](mailto:sg@tongaredcross.to) and cc [deputysg@tongaredcross.to](mailto:deputysg@tongaredcross.to) no later than **4.30pm Wednesday 25 February 2026**.