

JOB POSTING – LOGISTICS COORDINATOR (PART-TIME)

Organization:	Right To Play Tanzania
Department/Division:	Logistics
Reports to:	Logistic Officer
Work Location:	Serengeti-Mara, Tanzania
Work Arrangement:	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
Authorized to work in:	Tanzania (Eligible to work legally without visa or work permit sponsorship)
Target Hiring Salary:	Starting from TSH.14,406,062/50 per annum (before taxes)
Target Start Date:	April 2025 (subjected to approval of funding from the donor)
Contract Duration:	Part -time , 12 months contract with possibility of renewal based on performance and availability of funding
Application Closing Date:	January 10th, 2025, 23:59 EAT

ABOUT US:

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

OUR CULTURE:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

ROLE SUMMARY:

The Logistics Coordinator reports directly to the Logistics Officer and is responsible for logistics, procurement and fleet management in the respective location. The incumbent is also responsible for organizing and managing the stores, inventory and fixed assets and supporting administration. The incumbent works closely with the Project Officers, Project Coordinators, Finance Coordinator and MEL Coordinators as required.



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Tanzania



Website: righttoplay.com

WHAT YOU'LL DO:

#1: Logistics and Office Support (60% of Time):

- Coordinates and facilitates the procurement requirements of the project staff based on the procurement plan and policy guidelines.
- Ensures compliance with procurement procedures as per the Procurement Manual and donor requirements
- Identifies what goods/equipment needs to be replenished, purchased and/or dispersed.
- Reviews pre-qualification suppliers list against procurement policy.
- Follows up with suppliers e.g. delivery schedules of goods and other procurement related concerns. This includes coordinating with the suppliers/service providers for the delivery and transportation of the goods for the program.
- Assists in contract management regarding renewal, payment etc.
- Works closely with vendors to obtain needed materials with particular attention to cost control, quality and timely delivery.
- Generates and remains up to date on a list of preferred suppliers; orders and prepares contracts, procures items from local suppliers or elsewhere as appropriate.
- Assists the Logistics Officer and Project Team in following up and maintaining the procurement plans for all the projects in specific location.
- Responsible for keeping track of all supplies received and dispatched through the Warehouse Tracker and for keeping documentation for these movements intact, including acknowledgement from beneficiaries for distributed goods/kits.
- Prepares purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is available and attached.
- Ensures invoices received reconcile to purchase orders and matched receipts of purchase orders e.g.: GRN, Delivery Notes and others
- Supports in the clearing and follow up of imported goods.
- Receives inventory and provides timely, accurate stock and inventory reports including equipment-tracking reports for management information and donor reporting purposes. This includes storage space and condition.
- Prepares appropriate forms for procurement and designation of project and maintenance materials ensuring approval by the appropriate RTP staff, in consultation with the Logistics Officer and Finance Coordinator.
- Ensures that RTP assets are received, coded and registered in the assets register and ensures disposal of RTP assets are carried out according to existing policies and specific donor rules.
- Maintains familiarity with relevant logistics compliance issues as required by policies of RTP, donors and legal statutes to ensure compliance.
- Ensures in coordination with Logistics Officers and Finance Coordinator to coordinate timely payment of all RTP utility bills, subscriptions and other bills and invoices.
- Follows up on leases for RTP building.
- Adhere to the organization's financial, behaviour, and ethics policies.
- Responsible for procurement and management of office supplies such as stationary, cleaning material and catering supplies.
- Keeps clear and well-documented files and well-organized archives on operations: ledgers, requisition orders, release orders, stock cards, stock reports, loss adjustment reports, physical inventory.



- Supports Project Team on projects rehabilitation work and follow up on related deliverables.
- Ensures maximum availability and implementation of controls mechanisms for all logistics assets such as vehicles, generators, computers and all other technical items to maximize efficiency and ensure regular maintenance.
- Ensures deliveries are processed in an adequate and timely manner.
- Facilitates arrangements for visitors, meetings, conferences, security check and special events.
- Keeps and registers returned used projects materials.
- Produces monthly stock reports for Logistics Officer, Project Officer, Finance Coordinator for consideration.

#2: Fleet Management (30% of Time):

- Plans and coordinates the procurement of Vehicles/ Maintenance.
- Ensures that daily and weekly vehicle inspections are performed, and that regular servicing is carried out.
- Prepares quarter and annual reports on the vehicle performance i.e. mileage covered, and the unit and total cost incurred for each vehicle.
- Reviews and analyses logbooks on a weekly basis
- Plans and provides all transportation services such as travel arrangement, booking and ticketing, visa applications, vaccinations, hotel and taxi booking, travel allowances and expense claims for programme team as well as other RTP staff in line with the stipulated transport request procedures.
- Work closely with the Safety and Security Focal Point regarding Emergency Cases that might occur inside the office and outside the office, e.g. Field locations and advises on road conditions for countryside travel to ensure the safety of passengers.
- Monitors the issuing and use of fuel by maintaining an accurate, clear and transparent record of fuel vs mileage consumption.
- Coordinates transportation of staff and goods in the field.

#3: Team management (5% of Time):

- Supervises and monitors all Drivers in their daily duties such as daily vehicle inspections, preventative maintenance reporting, logbooks, cleaning of vehicles and adherence to safety.
- Ensures that the direct reporting team are familiar with their roles and responsibilities within their individual job profiles and provides all coaching and support to build their capacity.
- Ensures that Staff who drives RTP vehicles are familiar with RTP Policies in regard to Fleet Management and informs the Logistics Officer of any accident, logbooks, etc.
- Carries out the performance appraisal of the direct reporting team.

#4: Other Tasks as Assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in Logistics, Management, Administration or related discipline

EXPERIENCE:

- 2 years' experience in logistics and/or procurement in national or international level



KNOWLEDGE/SKILLS:

- Computer literacy in Word, Excel and PowerPoint
- Ability to use automated procurement systems
- Understanding of fleet management
- Skilled in record keeping and documentation

LANGUAGES:

- Fluency in spoken and written English

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Holding a driving license
- Certificate in Material management
- Experience in working with I/NGOs

WHO YOU ARE:

You are highly driven, results-oriented, collaborative with a passion for working with children and youth. You are an excellent researcher and a solid team player with respect for others. You have effective negotiation skills, organization skills and the ability to manage a team and provide feedback.

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical insurance, group disability and life insurance)
- Flexible work arrangements (e.g. hybrid and flex hours)
- 28 days annual leave
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- 4 months Maternity leave
- 10 days paternity leave
- Annual learning week
- Annual staff recognition awards and long service awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events
- Opportunity of job enrichment/enlargement through paid acting or additional responsibility assignments



HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link: <https://righttoplay.hiringplatform.ca/196263-logistics-coordinator-part-time-mara-tanzania-jan2025/861269-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately after the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

