

JOB POSTING – LOGISTICS OFFICER

Organization:	Right To Play Tanzania
Department/Division:	Logistics
Reports to:	Country Director
Work Location:	Dar Es Salaam, 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. 39,173,570/- per annum (before taxes)
Target Start Date:	April 2025 (subjected to approval of funding from the donor)
Contract Duration:	Full-time , 12 months contract with possibility of renewal based on performance and availability of funding
Application Closing Date:	January 24th, 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 Officer reports directly to the Country Director (CD). The incumbent is responsible for providing logistic support and overseeing the overall logistic processes in support of the objectives of the organization. He/ She is responsible for the planning, oversight, management and coordination of logistics support operations to ensure smooth accomplishment of projects.

The incumbent also manages the Stores, Fixed Assets, support administration, fleet management and oversee execution of rehabilitation projects. The incumbent works closely with the Country Director/ Program Manager/



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Website: righttoplay.com

WHAT YOU'LL DO:

#1: Logistics and Supply Chain Management (50% of Time):

- Coordinates with all units for timely program implementation.
- Ensures compliance with procurement procedures as per the Field Finance Manual, Procurement Manual and donor requirements.
- Identifies what goods/equipment needs to be replenished, purchased and/or dispersed.
- Follows up with vendors e.g. delivery schedules of goods and other procurement related concerns. This includes coordinating with the vendors/service providers for the delivery and transportation of the goods for the program.
- Maintains a file or record of suppliers through the Supplier Database, ensuring that they are compliant with Child Safeguarding and Fraud Policies of Right To Play
- Ensures suppliers are vetted properly when required.
- Works closely with his/ her team and vendors to obtain needed materials with particular attention to cost control, quality and timely delivery.
- Handles contract management in regards to renewal, payment etc.
- Provides guidance to the CD for the procurement committees' constitution and for arranging meetings to make purchase decisions.
- Liaises with relevant government ministries, customs authorities and other departments for the clearing of imported goods.
- Ensures proper documentation of all Supply Chain processes.
- In Coordination with the Program Team and CD, he/ she is responsible for creating and maintaining the procurement plans for all the projects and CO.
- Oversees fleet concerns that includes the daily movement of the program and support staff, mobilization of program supplies for distribution and for trainings/workshops in compliance with RTP and donors requirements.
- Responsible for the submission of the monthly Fleet Analysis.
- Accountable 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.
- Supervises, monitors the detailed recording of all warehouse and stock movement activities consistent with RTP procedures requiring complete accuracy and timely delivery.
- Ensures proper warehouse management. This includes storage space, condition, and the actual storage of stock.
- Prepares appropriate forms for procurement and designation of project and maintenance materials ensuring approval by the appropriate RTP staff, in consultation with the Finance Manager/ Officer.
- Ensures maximum availability and implementation of controls and monitoring mechanisms for all logistics assets such as vehicles, generators, computers and all other technical items to maximize efficiency and ensure regular maintenance.
- Responsible for overseeing and monitoring asset management and updating asset list as required.
- Ensures appropriate management of telecommunications systems; Follows up with IT service provider for maintenance of office computers, Mobile Companies and others.
- Provides updates on all logistical activities to the CD on a regular basis.



- Maintains familiarity with relevant logistics compliance issues as required by policies of RTP, donors and legal statutes in order to ensure compliance.
- Facilitates and oversees all logistics services such as travel arrangement, booking and ticketing, visa applications, vaccinations, hotel and taxi booking.
- Oversee the RTP residence/ office to ensure a safe, productive and comfortable work/living environment for staff members.
- Follows up on leases for all RTP Offices.
- Oversees all office building and provision of utilities, highlights facilities and maintenance needs and coordinates with service providers.
- Supports in events management by conducting market research, sites visits and negotiations for space contract and agreements on food and beverage, ordering event supplies and audio-visual equipment and keeps track of event finances including checks requests, invoices and reports.

#2: Administration (20% of Time):

- Responsible for safekeeping the hard copies and soft copies of the procurement documents/ forms, asset management forms, fleet management forms, warehousing documents/ forms, distribution reports, and other relevant documents relating to supply chain and makes sure these documents are readily available and completed accurately.
- Ensures appropriate filling purchase orders to ensure accurate tracking and documentation for audit purposes.
- Ensures appropriate logistics filling systems to include all equipment, manuals, maintenance schedules are in place and well documented.
- Follows-up on all procurement orders originating from the field, utilizing tracking sheet in order to be informed of the status of field site procurement requests.
- Manages all in country staff transport, ensuring coordination with colleagues, partners and transport contractors as necessary.
- Participates in regular progress meeting with staff and follow up with the action points agreed.
- Participates in projects planning in collaboration with relevant staff.

#3: Rehabilitation Project Management (10% of Time):

- Manages all technical and scheduling project aspects and coordinates with other team members toward an effective and efficient execution of the project.
- Coordinates with RTP hired consultants and specialists to ensure proper and on time implementation of the project.
- Follows up on the implementation of the rehabilitation work and provides Program Manager/Country Director with continuous updates.
- Follows up with contractors on quality of delivery, delivery date, payment and project end.

#4: Safety and Security (10% of Time):

- Manages RTP Security Staff and improve professionalism of the security team as necessary.
- Ensures strict safety protocols are being carried out for all RTP activities including but not limited to, transportation (e.g. Motorbike and vehicle policy) and off-site activities.
- Participates in the monitoring of the security situation and implementation of security measures according to RTP security guidelines as concerning situation emerges.
- Attends all in country I/NGOs security meetings.

- If necessary, manages the evacuation of field-based teams in collaboration with the Country Director.

#5: Team Management (5% of Time):

- Improves the professional capacity of the country- based staff by providing regular trainings of relevant logistics topics.
- Communicates frequently and appropriately with colleagues, including those who reports directly to you and works closely with.
- Carries out the performance appraisal of the direct reporting team

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

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

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

EXPERIENCE:

- Minimum of 3 years' experience in Supply Chain, logistics and/or procurement in national or international level

KNOWLEDGE/TECHNICAL SKILLS:

- Proficiency in use of Microsoft applications, including Excel and Word
- Understanding of quality control processes
- Ability to use automated procurement systems
- Understanding of fleet management
- Skilled in record keeping and documentation
- Good Experience in Security and Safety Management.

LANGUAGES:

- Fluency in spoken and written English and Kiswahili Languages

BONUS IF YOU'LL BRING (Desired Qualification):

- Previous experience with an I/NGO
- Holding a driving license
- Degree in Project Management

WHO YOU ARE:

You are highly driven, results-oriented, collaborative with a passion for working with children and youth. You have excellent interpersonal and communication skills and ability to work independently. You are a solid team player with respect for others. You have effective organization skills with a strong focus on details and the ability to work well under tight deadline. You have excellent research and negotiation skills, integrity 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/196063-logistics-officer-dar-es-salaam-jan-2025/860827-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 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





RIGHT TO PLAY
PROTECT. EDUCATE. EMPOWER.



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.



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