

JOB POSTING – Logistics Coordinator, Mozambique

Closing Date: July 31, 2020
Department/Division: Finance and Administration Unit
Work location: Maputo, Mozambique
Authorized to work in: Mozambique (Without Sponsorship)

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using the power of play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- 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.

JOB SUMMARY:

The Logistics Coordinator is a member of the Finance and Administration Unit and reports directly to the Logistics Officer and in his/her absence in the CO structure, the incumbent reports to the Finance Manager/ Officer. The incumbent reports to the Finance Manager/ Officer and is responsible for procurement and Fleet Management in the respective country. The incumbent also manages stores, inventory and fixed assets, support administration and oversee execution of rehabilitation projects. The incumbent works closely with the Program Manager, and Project Officers as required.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Logistics and Fleet Management (30%)

- Ensures all maintenance and control of RTP/donor logistics and procedures are followed.



- Ensures that timely periodic vehicles/generators maintenance is conducted according to specific kilometre coverage and running time.
 - Monitors the issuing and use of fuel by maintaining an accurate, clear and transparent record of fuel vs mileage consumption.
 - Work closely with the Safety and Security Focal Point in regards to Emergency Cases that might occur inside the office and outside the office; e.g. Field locations and advises on road conditions for country side travel to ensure the safety of passengers.
 - Coordinates transportation of staff and goods in the field.
 - Ensures in coordination with Finance Manager/Officer to coordinate timely payment of all RTP utility bills, subscriptions and other bills and invoices.
 - Liaises with relevant government ministries, customs authorities and other departments for the clearing of imported/exported goods.
 - Facilitates arrangements for visitors, meetings, conferences, security check and special events.
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Job Responsibility #2: Procurement (30%)

- Coordinates and facilitates the procurement requirements of the program office on the basis of the procurement plan and policy guidelines.
- On an annual basis, carries out mapping of suppliers by field office locations and RTP implementation areas.
- Reviews pre-qualification suppliers list against procurement policy.
- Ensures compliance with procurement procedures as per the Field Finance Manual.
- Provides guidance to the CD for the procurement committees' constitution and for arranging meetings to make purchase decisions.
- Prepares purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is attached.
- Ensures invoices received reconcile to purchase orders and matched receipts of purchase orders e.g.: GRN, Delivery Notes and others.
- Handles contract management in regards to renewal, payment etc.

- Ensures deliveries are processed in an adequate and timely manner.
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Job Responsibility #3 Stores, Inventory and Fixed Assets Management (15%)

- Oversees the management of the store and keeps the store in good condition.
 - Checks balances of goods and equipment and reports to Finance Officer/Manager/ PM and CD.
 - Keeps and registers returned used projects materials.
 - Produces monthly stock reports for Program Managers, Finance Officer/Manager and CD for consideration.
 - Develops appropriate systems and procedures for the management of the programme's assets, adapted to the specific needs of each site.
 - Follows up on conditions of assets for advice to management on repair, disposal and sale.
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Job Responsibility #4: Rehabilitation project management (10%)

- 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
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Job Responsibility #5: Team Management (10%):

- 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 regards to Fleet Management and informs the Logistics of any accident, logbooks, etc.



- Carries out the performance appraisal of the direct reporting team.
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Job Responsibility #6: Other Tasks as Assigned (5% of Time):

EDUCATION/TRAINING/CERTIFICATION:

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

EXPERIENCE:

- 2 years' experience in logistics and/or procurement

COMPETENCIES / PERSONAL ATTRIBUTES:

- Excellent interpersonal and communication skills both written and verbal
- Excellent research and negotiation skills
- A solid team player with respect for others views
- Effective organization skills
- Ability to manage a team and provide feedback
- High level of integrity

TECHNICAL 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:

- Ability to sustain a discussion/meeting and write reports in English.

DESIRED QUALIFICATIONS (An Asset)

- Holding a driving license
- Degree in project management
- Experience in working with NGO or I/NGOs

PROBLEM SOLVING

- The incumbent is expected to solve problems and come up with creative solutions. He/she is also expected to share these solutions with the Senior Management Team through his/her line manager.

FINANCIAL IMPACT

- The incumbent is expected to provide expected to follow proper procurement procedures as outlined in the finance manual and to ensure that all procurement decision are guided by the value for money principle and transparency.

WHO YOU ARE:

You are passionate about our commitment to help children and youth rise above life's challenges through the power of play. You are highly collaborative and a relationship builder with a passion for humanitarian work, human rights and social change. You have been extensively involved in implementation of Country Office procurement and logistics. Your attention to detail is great and you have a positive, follow-through mindset. You are a very honest person that would not trade your integrity for anything.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. 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). In addition, we offer a competitive salary.

Target Start Date: Immediately
Contract Duration: Permanent/Full-time

HOW TO APPLY:

If you are interested in applying for this role, click [here](#) to upload your resume and cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before 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 and in compliance with local legislative requirements. Women are encouraged to apply for this position. 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 police record check as a condition of employment.