

Logistics Coordinator At Right To Play

Organization: Right To Play – Uganda Office

Department/Division: Logistics

Reports to: Logistics Officer

Work Location: Obongi, Uganda

Authorized to work in: Uganda (Eligible to work legally without visa or work permit sponsorship)

Target Hiring Salary: Starting from UGX. **3,118,817 per month** (before taxes)

Target Start Date: Immediately

Contract Duration: 12 Months Contract with possibility of renewal based on performance and availability of funding

Application Closing Date: March 10, 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 in his/her absence in the CO structure, 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.

WHAT YOU'LL DO:

#1: Logistics and Fleet Management (30% of Time):

- 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.
- Coordinates and facilitates the procurement requirements of the program office based on 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 regard to renewal, payment etc.
- Ensures deliveries are processed in an adequate and timely manner.
- 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.
- 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.
- 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.

#2: Procurement (30% of Time):

#3: Stores, Inventory and Fixed Assets Management(15% of Time):

#4: Rehabilitation project management (10% of Time):

#5: Team management (10% of Time):

#6: 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.

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
- Effective organization skills
- Ability to manage a team and provide feedback

TECHNICAL SKILLS:

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

LANGUAGES:

- Fluency in oral and written English.

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Holding a driving license
- Degree in project management
- Experience in working with NGO or I/NGOs
- Experience of supporting teams in developing countries

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 – up to 4 dependents, life insurance, group personal accident cover, transport allowance)
- Flexible work arrangements
- 21 days annual leave
- Up to 3 personal days per year
- Up to 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top-up and support
- Annual learning week
- Annual staff recognition 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

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/203740-logistics-coordinator-obongi-uganda-2025/902740-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 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. 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.