



JOB VACANCY

Position Title: Logistics Officer
Reports to: Logistics Coordinator
Work Location: Bujumbura WRB Office
Department: HR & Administration
Starting date: As soon as possible

ORGANIZATION SUMMARY:

World Relief is a global Christian humanitarian organization whose mission is to boldly engage the world's greatest crises in partnership with the church. The organization was founded in the aftermath of World War II to respond to the urgent humanitarian needs of war-torn Europe. Since then, for 80 years, across 100 countries, World Relief has partnered with local churches and communities to build a world where families thrive and communities flourish.

Today, organizational programming focuses on humanitarian and disaster response, community strengthening and resilience, and refugee & immigrant services and advocacy.

Position Summary

The Logistics Officer is responsible for supporting the daily logistics operations, including procurement, transport, warehousing, and asset management. The role ensures that programs teams receive timely and effective logistics support in line with the organization's policies, donor requirements, and humanitarian standards.

RESPONSIBILITIES:

Procurement & Supply Chain

- Support procurement processes and ensure compliance with internal and donor regulations.
- Maintain up-to-date records of suppliers, price lists, and framework agreements.
- Track all procurement activities and provide regular updates to requesters and management.
- Ensure transparent and competitive procurement practices in line with ethical standards.
- Assist in preparing tender documents, bid analyses, and purchase orders.
- Support the Logistics Coordinator in procurement planning to anticipate needs and reduce lead times.
- Coordinate the logistics of purchases and repairs in accordance with internal procedures.
- Follow up on vehicle repairs.
- Ensure the supply of fuel and record its distribution to vehicles, motorcycles, and the generator.
- Provide monthly reports on fuel consumption per vehicle and motorcycle in collaboration with the Logistics Coordinator.
- Ensure that vehicles and motorcycles have the necessary documentation and renew it on time.
- Assist drivers in the event of an accident.
- Coordinate vehicle movements for staff, goods, and materials in an efficient and safe manner.
- Ensure all vehicles are regularly maintained, serviced, and meet safety standards.

- Maintain accurate vehicle logs, including mileage, fuel consumption, and maintenance history.
- Monitor driver performance, ensuring adherence to traffic and safety regulations.
- Prepare monthly fleet management reports (fuel usage, maintenance costs, and utilization)
- Regularly analyze vehicle and motorcycle consumption, and schedule maintenance accordingly.
- Ensure that all drivers perform daily routine vehicle checks and fill out logbooks.
- Report any anomalies in the use or consumption of rolling stock or any noncompliance with procedures to the line manager.
- Assist in managing World Relief Burundi's assets by ensuring that no vehicle, motorcycle, or other asset is misused, stolen, damaged, or accessed by unauthorized persons.
- In collaboration with the logistics coordinator and programs, ensure the transportation of project equipment and training materials when necessary.
- Ensure that all necessary documents and approvals are obtained for this transportation.
- Receive delivery slips and invoices for goods and services provided in order to initiate the invoice payment process and follow up with the Finance Department.
- Ensure that payment requests comply with administrative and financial policies and procedures.

Warehousing, Inventory, Assets & Equipment

- Maintain an updated asset register for all organizational property, ensuring proper labelling and tracking.
- Monitor asset movements between locations and users, ensuring accountability.
- Support the disposal and donation of assets in line with organizational and donor procedures.
- Conduct regular asset verification and provide reports to the Logistics Coordinator.
- Ensure proper receipt, storage, and dispatch of goods and materials in all warehouses.
- Maintain accurate stock cards and inventory records for all items in storage.
- Conduct regular physical stock counts and reconcile with inventory records.
- Ensure that warehouse security and hygiene standards are maintained at all times.
- Support programs teams during distribution planning and execution.
- Ensure proper stock management and documentation.
- Manage and track the organization's inventory in collaboration with the Logistics Coordinator.
- Maintain a computerized inventory of all WRB assets, organized by staff and location.
- Maintain an inventory of all products and supplies in a format suitable for tracking and keep it updated.
- Physically mark all equipment recorded in the equipment inventory log.
- Maintain a log of equipment that is out of service.
- Create a clear, secure, and easily traceable filing and storage system for all administrative and financial documents.
- Maintain an updated inventory of assets.

Administration & Compliance

- Maintain all logistics documentation and filing systems in both hard and soft copies.
- Support audit exercises by providing complete and accurate logistics records.
- Ensure compliance with donor procurement regulations, including documentation and approvals.

- Provide regular reports on logistics activities, procurement status, fleet, and stock updates.
- Participate in logistics meetings, providing inputs to improve operational efficiency
- Support the coordination and supervision of vehicle drivers and cleaning staff.
- Ensure the efficient use of WRB resources to minimize waste and achieve the highest management standards.
- Assist with the layout of WRB premises by identifying necessary renovations and repairs.
- Translate documents from English to French or Kirundi, and vice versa, as required.
- Assist with visitor, meeting, conference, security check, and special event arrangements.
- Ensure the proper functioning of the internet and other technological tools.
- Ensure the proper use and maintenance of IT equipment (computers, software, backups, etc.) and communication equipment.
- Scan documents as needed.
- Keep track of the necessary documents for vehicles and motorcycles.

Coordination and Communication

- Work closely with programs and finance teams to align logistics activities with operational needs.
- Communicate proactively with suppliers, service providers, and transporters.
- Support field offices and project sites in resolving logistics-related issues.
- Report any incidents, delays, or challenges promptly to the Logistics Coordinator.

REQUIREMENTS:

- Mature and personal Christian faith
- Committed to the mission, vision, and values of World Relief
- Desire to serve and empower the Church to impact vulnerable communities
- Able to affirm and/or acknowledge World Reliefs [Core Beliefs](#), [Statement of Faith](#), [Christian Identity](#) and [National Evangelicals For the Health of The Nation document](#)

Education and Experience

- Bachelor's degree in logistics, supply chain, or business administration.
- At least 5 years' experience in logistics in the International humanitarian NGO sector.
- Knowledge of procurement and supply chain procedures.
- Proficiency in **Microsoft Office Suite** (Excel, Word, Outlook), logistics software is an advantage.
- Good organizational and communication skills.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Fluency in English and French.

Skills & Competencies

- **Integrity and professionalism** in managing sensitive and confidential information.
- **Commitment to humanitarian principles** and the organization's mission and values.
- **Accountability** and attention to detail in all logistics operations.

- **Teamwork and collaboration**, working effectively with colleagues and external partners.
- **Adaptability and problem-solving**, especially in challenging field environments.

Working Conditions

- The position is based in Bujumbura with regular travel to field sites.
- May require occasional weekend or evening work during emergency operations or audits.
- Exposure to diverse working environments and logistical challenges typical of humanitarian missions.

Personal Characteristics:

- **Behave Ethically:** Understand ethical behavior and practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Confidentiality:** Ability to maintain confidentiality.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Plan and Organize:** Set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information and activities.
- **Ability to work under hardship environment and with minimum supervision.**

BEHAVIOURS (Values in Practice)

- The Example of Jesus
- The Local Church
- Values People
- Excellence and Continuous Improvement
- Empowerment
- Partnership with others
- A person prayer

If you are interest for the current Job Vacancy, please send your application letter, CV, a copy of your certified degree, and a letter of recommendation from your spiritual leader as well as two references of your previous employers. Please send the documents through the Human Resource at wrbhr@wr.org.

Qualified female candidates are highly encouraged to apply.

The deadline for application is November 22, 2025

Note: World Relief reserves the right to cancel the offer before, during and after the recruitment process.