

Job Title: Logistics Officer

Location: Bujumbura Mairie, Burundi (Only candidates who are eligible to work legally without work visa sponsorship in Burundi will be considered).

Contract Type: Full-time (40 hours per week), 6 months fixed term contract with possibility of renewal

Target Hiring Salary: BIF 2,594,390.00 per month (before taxes)

Target Start Date: As soon as possible

Application Closing Date: April 16, 2026 23:59 CAT

This job advert is for an existing vacancy.

About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 14 countries across Africa, Asia, the Middle East and North America, reaching 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.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

Right To Play has been working in Burundi since 2008 to deliver high-quality development and humanitarian programs that promote foundational learning, peace-building, and psychosocial well-being. Learn more about our programs in Burundi from [our website](#).

Benefits:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our [Culture Code](#) (**accept everyone, make things happen, display courage, demonstrate care, and be playful**)
- Paid leaves (20 days annual leaves, 3 personal days per year)
- Competitive benefits such as medical insurance (dependents included), life insurance, communications allowance.
- Learning opportunities and 5 learning and development (L&D) days per year
- Flexible work policy
- Maternity/paternity/parental leave top up and support

Application Method:

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/235147-logistics-officer-burundi-april-2026/1064574-application-form/en>

Please note that applications will be reviewed on a rolling basis, you are encouraged to apply as soon as possible.

As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer. More details about our recruitment process is available [here](#). Safeguarding information is available [here](#).

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during 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.**

Job Description:

Job Title: Logistics Officer	Grade: 6
Reports to: Country Director	Location: All Countries
Direct Reports: Drivers and Logistics team in Project Locations (currently Logistics Coordinators)	Department: Operations

1- Purpose:

The Logistics Officer ensures effective planning, oversight, and coordination of logistics operations to support program implementation. The role contributes to organizational efficiency by managing supply chain, fleet, assets, administration and safety/security.

2- Accountability & Responsibilities:

Logistics and Supply Chain Management (40%)

- Lead and execute procurement processes in accordance with authorization thresholds and the policies of Right to Play and its donors.
- Ensure the timely and accurate procurement and delivery of goods and services, including but not limited to program supplies, insurance, consultancy services, and construction/rehabilitation works.
- Facilitate procurement committee meetings, prepare and review purchase orders and manage contracts.
- Maintain supplier databases and ensure timely delivery of goods and services.
- Supervise operations, stock movements, and documentation, ensuring accuracy and transparency.

- In cases where the programme is implemented through partners; provides procurement compliance review and documentation follow-up for partner (CSO) implemented activities, verification of delivery documentation and outputs, and escalation of risks, gaps, or budget deviations in accordance with partnership procedures and donor requirements.

Administration and Support Services (30%)

- Manage fleet operations, including staff transport, supply distribution, and monthly fleet analysis.
- Ensure maintenance of Vehicles, Generators, IT equipment, and other assets.
- Safekeeping of procurement, fleet, and asset documentation for audit readiness.
- Maintain filing systems for logistics and procurement records.
- Coordinate staff transport, travel arrangements, visas, and accommodation.
- Oversee office facilities, utilities, leases, and maintenance needs.
- Support event management through market research, contract negotiation, and financial tracking.

Asset Management (15%)

- Maintain and Update the Assets Register on monthly basis.
- Issue and Receive assets and keep documented track of the same.
- Take lead and ensure Bi-Annual physical assets verification exercise is done.
- When required take lead in getting approvals for disposal of assets and ensuring their disposal in line with RTP and donor regulations.

Ensure Safety and Security (15%)

- Supervise staff security and enforce safety and security protocols as per RTP Safety and Security Manual.
- Monitor security conditions and implement measures for the safe keeping of RTP staff and Assets.
- Participate and coordinate with Government/NGO/UN security forums and ensure distribution of information and implement advised protocols.

Perform other duties as assigned.

3- Scope (geographical and/or functional), Impact and Autonomy

Operates with significant autonomy, providing strategic and operational leadership over all logistics functions in-country and across sub-offices. The role directly affects program delivery by ensuring resources are available, compliant, and cost-effective. The role requires balancing multiple priorities, maintaining accurate records, and ensuring that assets and resources are safeguarded and used responsibly.

4- Leadership and Staff management

Provides direct supervision of logistics staff and support personnel. Responsibilities include goal setting, performance management, and fostering a culture of accuracy, accountability, ethical behavior and continuous improvement

5- Information requirement for decision-making

The Logistics Officer relies on procurement plans, fleet reports, and security updates to make informed operational decisions. Using the established guidelines, the Logistics Officer makes informed decisions that

improve efficiency, safeguard assets, ensure compliance, and timely delivery of goods and services to support program implementation.

6- Innovation and Improvements

The incumbent is expected to introduce improvements in procurement processes, asset management, and propose cost-effective solutions and ensure compliance with donor and organizational standards.

7- Relationships & Communications: Internal / External:

Internal: Work closely with Country Director, Program Manager, CO Finance, Senior Management Team, Project Officers and the HQ Logistics Manager

External: Liaise with vendors, contractors, consultants, ministries, customs authorities, and service providers.

8- Expertise (Certifications / Education, Professional Experience/Language)

- Bachelor's degree in Logistics, Supply Chain, Business Administration, Management, or a related field.
- 7 years' experience as a Logistics/Procurement Officer or higher in logistics, procurement, or supply chain operations within national or international organizations. Experience managing fleet operations, procurement
- compliance, vendor coordination, and supporting operational teams.
- Proficiency in Microsoft Office applications and procurement or asset management systems. Strong knowledge of fleet management and documentation practices.
- Ability to manage multiple priorities simultaneously.
- Fluency in written and spoken English and relevant local languages.
- Valid driver's license, with the ability and willingness to drive between different locations.

9- Core Competences

- Collaboration: Build effective partnerships with staff, suppliers, and stakeholders.
- Growth Mindset: Improve logistics systems and demonstrate proactive problem-solving.
- Resilience: Manage challenges under pressure and tight deadlines.
- Professionalism: Demonstrate integrity and accountability, upholding values that support decision-making.
- Management and Interpersonal Skills: Demonstrates strong communication skills & listens actively.

10- Additional Information

May require travel within the country, including hardship areas.