



JOB POSTING – Logistics Manager

Organization:	Right To Play International
Department/Division:	Headquarters
Reports to:	Global Director, Country Offices
Work Location:	One of Right To Play offices (<i>Burundi, Canada, Ethiopia, Ghana, Jordan, Lebanon, Mali, Mozambique, Pakistan, the Palestinian Territories, Rwanda, Senegal, Tanzania, Uganda or United Kingdom</i>)
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:	One of the countries listed above (eligible to work legally without visa or work permit sponsorship)
Target Hiring Range:	Local salary scale applies (Grade 7). Hiring range and benefits will be shared with applicants as part of the recruitment process.
Target Start Date:	As soon as possible
Contract Duration:	Full-time, long-term engagement
Application Closing Date:	June 21, 2024 23:59 EDT

ABOUT US:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each 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 leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

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 headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

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.



Phone: + 1 416 498 1922



Mailing Address: PO Box 108, Toronto Adelaide Retail, Toronto, ON M5C 2H8
Street and Courier Address: 43 Front St E, Unit 200, Toronto, ON M5E 1B3



Website: righttoplay.com



ROLE SUMMARY:

Reporting directly to the Global Director, Country Offices (GDCO), the Logistics Manager will be responsible for overseeing and enhancing the Procurement and Logistics operations of both our Country Offices and Global Operations. You will be responsible for overseeing the supply chain management, fleet management, and warehousing, to ensure support is provided to our projects across all operational countries.

You will work closely with the Logistics Officers/Coordinators and Finance Managers/Senior Finance Officers and other internal teams to streamline processes, reduce costs, and enhance operational effectiveness. You will also act as the security focal point from operations working closely with the People & Culture (P&C) team to support the adherence to Right To Play (RTP) Security Management Policy.

Occasional travel to other RTP countries may be required.

WHAT YOU'LL DO:

#1: Support to Country Offices Operations (30% of Time):

- Lead and mentor all Logistics Teams in the country offices, providing guidance, training, capacity building, support, and professional development opportunities.
- Support in the recruitment and onboarding of all country office Logistics staff.
- Work with country office leads to design and plan fit-for-purpose logistics staffing structures.
- Lead and conduct support and monitoring visits to selected countries based on assessed need.
- Support in developing appropriate systems and procedures for the management of assets to be adapted for each country.
- Implement best practices for inventory management, including stock tracking, storage optimization, and loss prevention measures.
- Ensure that RTP's fleet operations are well-managed, cost-effective, and aligned with its strategic objectives. This includes both fleet procurement and maintenance activities.
- Conduct quarterly reviews with all country offices to oversee Asset Management and Fixed Asset Reports.
- Ensure Procurement Plans are prepared and available in Country Offices in the 1st quarter of the year with continuous follow up on changes during the year.
- Support country teams in ensuring timely sourcing of materials and equipment while maintaining quality standards and cost-effectiveness.
- Support country logistics in conducting market assessment for procured items to ensure the best value for money.

#2: Support to Global Units (20% of Time):

- Provide technical review of all procurement processes that are raised for approval by GDCO, Vice President, Country Offices (VPCOs) and Chief Financial Officer (CFO).
- Regularly assess logistics capacity in country offices and raise recommendations for follow up or action to GDCO.
- Review status of asset management in Country Offices and raise recommendations for follow up or action to GDCO.



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- Act as security focal point for Global Country Offices/Operations including liaising with Country Offices for relevant information as agreed with Security service provider(s)
- Follow up with Country Offices on needed updates on the security plans based on information provided by security consultant.
- Coordinate with P&C on any specific staff-related issues on safety and security.
- Participate in external logistics communities of practice and platforms as is appropriate to further strengthen RTP practice in this area.
- Provide support on procurement processes for all Global units.
- Provide training sessions, refreshers, and guidance on logistics matters to global unit teams as required.
- Develop and implement global logistics strategies aligned with RTP's mission and objectives.
- Negotiate contracts with service providers to secure favourable terms and pricing where required.
- Collaborate closely with other departments, including program and, finance teams to align logistics activities with project requirements and organizational goals.

#3: Compliance and Risk Management (20% of Time):

- Ensure compliance with relevant regulations and international standards governing logistics operations, including customs procedures, import/export regulations, and transportation safety requirements.
- Identify and mitigate logistical risks to minimize disruptions to project timelines.
- Ensure compliance with RTP Policies and procedures, donor regulations and local laws in all of our operational countries.
- Ensure full compliance with Disposal of Assets guidelines as outlined in RTP Policies and procedures, donor regulations, and local laws across all the countries where we operate, including the thorough documentation process.
- Ensure that vendor eligibility screening is carried out per required procedures.
- Collaborate with the Logistics and Finance Teams to evaluate adherence to internal controls and the necessary logistics documentation.
- Support in monitoring risks (including mismanagement, non-compliance and fraud) related to Procurement and Logistics and work closely with country teams to implement corrective measures.

#4: Development and Implementation of Logistics Procedures (15% of Time):

- Develop and roll out new and updated logistics and procurement guidelines and manuals.
- Update, maintain, disseminate, and control the effective implementation of logistics, warehousing and procurement procedures across country offices.
- Develop and coordinate the delivery of training modules to employees.
- Develop logistics auditing tools and checklists.

#5: Data Management (10% of Time):

- Support the management of information to capture and consolidate field and HQ logistics data within existing systems.
- Coordinate with the IT department to develop and maintain a global logistics dashboard for country profiling, data analysis, performance indicators and red-flag indicators.



- Coordinate the compilation and submission of global and country specific logistics activity reports.

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

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration or related discipline; or equivalent work experience

EXPERIENCE:

- 5 years' experience in logistics and/or procurement in national or international level.

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 Word, Excel and PowerPoint
- Ability to use automated procurement systems
- Skilled in record keeping and documentation.
- Knowledge of principles of lead supervision and training
- Knowledge of safety and security planning and processes
- Skilled in inventory management and knowledge of hardware life cycle

SECTOR SPECIFIC KNOWLEDGE:

- Strong understanding of supply chain principles.
- Understanding of operations management
- Understanding of asset and fleet management
- Knowledge of principles of stock management, warehousing and inventory control
- Knowledge of business ethics when dealing with suppliers and third parties

LANGUAGES:

- Fluency in spoken and written English

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Master's degree in a specialized field (e.g. Supply Chain, Procurement, Logistics)
- Hold a valid driving license
- Degree or certification in project management
- Experience in working with NGO or I/NGOs
- Familiarity with asset tracking software and data privacy compliance regulations





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
- Flexible work arrangements (e.g. work from home and flex hours)
- 5 personal learning and development (L&D) days per year
- 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/180162-logistics-manager/775815-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 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.



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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.**

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.