

## **Job Title: Operations Officer (Logistics & Safety/Security)**

**Location:** Ramallah, Palestinian Territories (Only candidates who are eligible to work legally without work visa sponsorship in the Palestinian Territories will be considered.)

**Contract Type:** Full-time (40 hours per week), 1-year fixed term contract with possibility of renewal based on funding and performance. This is a national position.

**Hiring Salary:** ILS 11,313 per month (before taxes)

**Target Start Date:** June 2026

**Application Closing Date:** April 18, 2026 23:59 EEST

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.

Since 2003, Right To Play has worked closely with local partners, including teachers, parents, caregivers, peer agencies, community-based organizations, government ministries, and U.N. agencies, to deliver high-quality education and psychosocial support programs for children and youth in Gaza and the West Bank. Learn more about our programs in the Palestinian Territories from [our website](#).

### **Benefits Highlights:**

- 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, personal accident insurance, and work accident insurance.
- Learning opportunities and 5 learning and development (L&D) days per year
- More information on what we offer is available on [our website](#).

**Application Method:**

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

<https://righttoplay.hiringplatform.ca/234638-operations-officer-pt/1062333-application-form/en>

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.

**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 are available [here](#). Safeguarding information is available [here](#).

As part of our recruitment and selection process, Right To Play uses Artificial Intelligence (AI) - assisted tools to support the assessment of candidates or applications. This may include but not limited to generating and editing of job adverts, assessment and interview questions, scheduling, translation, transcription, note taking, etc. Our Applicant Tracking System (ATS), VidCruiter, also use AI-powered ChatBot to answer candidates' enquiries. These tools are used only to assist human reviewers in evaluation and do not make selection or screening decisions. All hiring decisions are made by human reviewers. All AI-assisted processes comply with applicable privacy and data protection regulations, including GDPR and PIPEDA. For more information, please refer to [RTP AI Policy](#) and our [Best Practice: Use of AI in Recruitment](#).

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](mailto:careers@righttoplay.com). **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

**Job Description:**

<b>Job Title:</b> Operations Officer	<b>Grade:</b> 6
<b>Reports to:</b> Country Director	<b>Location:</b> Ramallah, Palestinian Territories (with travel within the West Bank as required)
<b>Direct Reports:</b> N/A	<b>Department:</b> Operations Department

**1- Purpose:**

The Operations Officer ensures effective planning, coordination, and execution of all logistics operations in small country contexts. The position supports program implementation by managing supply chain, fleet, assets, administration, and safety/security functions in a compliant, timely, and cost-effective manner.

## **2- Accountability & Responsibilities:**

### **Logistics and Supply Chain Management: (40%)**

- Lead country procurement activities within approved authorization thresholds and organizational/donor policies; prepare/review RFQs/POs, organize evaluation processes, and manage supplier onboarding & performance.
- Ensure on-time, complete delivery of program goods/services (including insurance, consultancies, construction/rehab works), with full documentation and audit trails.
- Maintain vendor/supplier databases, framework agreements, and delivery trackers; monitor lead times and escalate risks to programs/finance
- Where programs are delivered via partners (CSOs), conduct procurement compliance reviews, verify delivery documentation/outputs, and escalate risks or deviations per partnership and donor requirement
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### **Administration and Support Services (30%):**

- Manage fleet operations (routing, trip planning, logs), fuel controls, and monthly fleet analysis; ensure servicing/repairs and driver compliance.
- Oversee office facilities/utilities/leases, travel and accommodation arrangements, visas/permits, and event logistics (market checks, venue contracting, and reconciliation)
- Coordinate staff travel, transport, visas, and accommodation arrangements.

### **Asset Management (15%):**

- Maintain the fixed asset register with monthly updates; issue/receive assets with signed custody records and spot checks.
- Lead bi-annual physical verification and coordinate asset disposals in line with organizational and donor regulations.
- Oversee stores/stock movements and documentation, ensuring accuracy and traceability.

### **Ensure Safety and Security (15%):**

- Serve as operational focal point to enforce safety and security protocols in line with the Right To Play Safety and Security Manual.
- Monitor security conditions and implement measures to ensure the safety of staff and safeguarding of assets.
- Participate in coordination with Government, NGO, and UN security forums, ensure dissemination of relevant information, and implement advised measures.

### **Perform other duties as assigned**

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

The role operates with a degree of autonomy as the primary logistics function in country. The position has a direct impact on program delivery, compliance, and cost control by ensuring that goods, services, and assets are available, safeguarded, and well managed.

**4- Leadership and Staff Management:**

May directly supervise drivers if applicable in the country. Coordinates operational processes across departments and liaises with program and finance teams while promoting a culture of accountability and ethical behavior.

**5- Information Requirement for Decision-Making:**

The incumbent relies on procurement plans, budget information, fleet and asset reports, and security updates to make informed operational decisions. Decisions are guided by Right To Play policies, donor regulations, and country operational priorities.

**6-Innovation and Improvements:**

The incumbent is expected to identify and propose improvements in procurement processes, fleet management, asset control, and administrative systems. The incumbent actively seeks cost effective, efficient solutions while ensuring compliance with organizational and donor standards.

**7-Relationships & Communications: Internal / External:**

Internal: Country Director, Program/Project Teams, Finance staff, support staff, and Logistics and Security Manager (as applicable). External: Vendors, contractors, consultants, Government entities, customs authorities, service providers, and partner organizations.

**8- Expertise (Certifications / Education, Professional Experience):**

- Bachelor's degree in Logistics, Supply Chain, Business Administration, Management, or a related field.
- 4 years' experience in logistics, procurement, or supply chain management within national or international organizations. Experience managing procurement processes, fleet operations, asset management, and partner compliance.
- Proficiency in Microsoft Office applications and logistics, procurement, or asset management systems. Strong knowledge of fleet management, procurement documentation, and audit requirements.
- Fluency in spoken and written English and relevant local languages.
- Valid driver's license with ability and willingness to travel between locations.

**9- Core Competences:**

- **Collaboration:** Effective collaboration with colleagues and Vendors
- **Growth Mindset:** Committed to continuous learning and improving as required by the role and the changing world. Seek to give and receive feedback for adaptation.
- **Resilience:** Demonstrate ability to cope with pressure of competing priorities and problem-solving ability.
- **Professionalism:** Display high level of integrity, transparency and accountability including acting in a manner that upholds the organization's good reputation.
- **Management and Interpersonal Skills:** Effective and efficient communication with vendors and Right To Play staff



**10- Additional Information:** The role may require frequent travel within the country, including remote or hardship locations, and the ability to manage multiple priorities in a dynamic operating environment.