

JOB POSTING – Logistics Coordinator, What Works 2

Organization:	Right To Play Pakistan
Department/Division:	Logistics
Work Location:	Karachi, Pakistan
Authorized to work in:	Pakistan (Eligible to work legally without work visa sponsorship)
Target Hiring Range:	PKR 121,312 – 145,574 per month (before taxes)
Target Start Date:	February 2024
Contract Duration:	Full-time, 1-year contract with possibility of renewal based on performance and availability of funding
Application Closing Date:	January 15, 2024 23:59 PKT

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 15 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.

ROLE SUMMARY:

The Logistics Coordinator reports directly to the Logistics Officer and is responsible for procurement and Fleet Management in Pakistan. You will also manage stores, inventory and fixed assets, support administration and oversee execution of rehabilitation projects. You will work closely with the Program Manager (PM), and Project Officers as required.



WHAT YOU'LL DO:

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

- Ensures all maintenance and control of Right To Play (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 Senior 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.

#2: Procurement (30% of Time):

- Coordinates and facilitates the procurement requirements of the program office on the basis of 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 Country Director (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 regards to renewal, payment etc.
- Ensures deliveries are processed in an adequate and timely manner.

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

- Oversees the management of the store and keeps the store in good condition.
- Checks balances of goods and equipment and reports to Senior Finance Officer / PM and CD.
- Keeps and registers returned used projects materials.
- Produces monthly stock reports for PM, Senior Finance Officer 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.

#4: Rehabilitation Project Management (10% of Time):

- 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 PM/CD with continuous updates.
- Follows up with contractors on quality of delivery, delivery date, payment and project end.

#5: Team Management (10% of Time)

- 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.

#6: Perform Other Duties 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

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



- Understanding of fleet management
- Skilled in record keeping and documentation
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LANGUAGES:

- Fluency in spoken and written English and Urdu (any other local language, including Sindhi is a bonus but not required)

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Degree in project management
- Experience in working with NGO or I/NGOs
- Holds a valid driver's license

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. health and life insurance, Employee Old Age Benefit Incentive)
- Flexible work arrangements (e.g. work from home and flex hours)
- 20 paid vacation days per year
- 3 personal days per year
- 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/158731-logistics-coordinator-what-works-2/655347-application-form/en>



Phone: + 92 51 2351872



Address: Plot 3-D, Ground Floor, 3rd Road, G-10/4, Islamabad



Website: righttoplay.com

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.

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 Check or equivalent criminal check as a condition of employment.**

EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Pakistan to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

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

