

Job Title: Logistics Intern

Reporting to: Logistics Coordinator

Location: Maputo, Mozambique

Position Type: Part-time, 3-month unpaid internship

Target Start Date: As soon as possible

Application Closing Date: October 24, 2025 23:59 CAT -

ABOUT RIGHT TO PLAY:

We reach 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.

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

Our programs in Mozambique focus on creating safe and inclusive play-based learning environments for children in Maputo, Gaza, Niassa, Nampula and Cabo Delgado. Right To Play values learning and development and is offering an internship opportunity within the Finance Department in Maputo to provide a foundational understanding of financial operations within our dynamic international NGO setting.

OUR MISSION:

We protect, educate and empower children to rise above adversity using the power of play.

OUR CULTURE CODE:

- **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*

Learn more about who we are and what we do on our website

<https://righttoplay.com/en/countries/mozambique/> and our Culture Code here www.righttoplay.com/en/landing/our-culture-code/.

PURPOSE:

The Logistics Intern provides essential support to the Logistics Coordinator Program team, contributing to accurate record-keeping, effective inventory management, and the coordination of procurement and transport activities. This internship offers a valuable opportunity to gain practical experience in the logistics function of an international NGO, with a focus on learning and operational support.

WHAT YOU'LL DO:

Logistics and Administrative Support (100%)

- Assist in organizing and maintaining logistics-related documents, including procurement files, delivery notes, and fuel logs, both in physical and digital formats.
- Assist in coordinating transport schedules and tracking fuel and mileage records for vehicles and generators.
- Assist with receiving, tagging, and recording assets, as well as maintaining stock cards and monthly inventory reports in warehouse and storage locations.
- Learn and help with the preparation of purchase requests, collecting quotations, and organizing procurement files in compliance with internal procedures.
- Provide administrative assistance for logistical arrangements, such as preparing documents for meetings, workshops, or field missions.
- Under close supervision, support simple data entry into logistics tracking tools or systems.
- Perform other assigned tasks to support effective logistics and procurement operations

WHAT YOU'LL BRING:

- Currently enrolled in the last year or recently graduated (within the last year) with a Diploma or Bachelor's degree in Logistics, Port Management, Supply Chain Management, Business Management, or a related field.
- No professional experience required; this is an entry-level internship designed for learning
- Academic understanding of logistics and procurement concepts
- Computer literacy (especially Microsoft Excel and Word) is desirable.
- Strong organizational and communication skills, with willingness to learn.

Core Competencies:

Collaboration: Works cooperatively with team members, actively listens, and communicates openly to support a positive team environment.

Growth Mindset: Demonstrates curiosity and motivation to learn. Responds positively to feedback and seeks to improve skills throughout the internship.

Resilience: Maintains focus and a positive attitude when faced with new or repetitive tasks. Approaches challenges with patience and problem-solving mindset.

Professionalism: Respects organizational values and confidentiality. Demonstrates responsibility in following instructions and managing time effectively.

WHAT YOU'LL GET:

This internship at Right To Play in Maputo offers a valuable opportunity to:

- Gain practical introductory experience within the logistics department of a reputable international NGO dedicated to empowering children through play.
- Develop foundational skills in logistics and procurement within a professional office environment.

- Receive introductory exposure to the use of logistics tracking tools and systems within the context of NGO.
- Understand the basic logistics processes and procedures that underpin Right To Play's operations in Mozambique.
- Potentially gain basic exposure to logistics activities at Right To Play's field program locations, providing insights into on-the-ground operations.
- Work alongside experienced professionals at Right To Play in Maputo and benefit from their mentorship and guidance.

ADDITIONAL INFORMATION:

- May require occasional travel to field offices or project implementation locations
- Flexibility may be required during procurement cycles, activity launches, including potential attendance at finance-related activities outside standard hours (with advance notice).
- This job advert is a guideline and may be subject to minor adjustments based on the specific needs of Right To Play in Maputo and the intern's learning objectives during the internship period.

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/214507-logistics-intern-maputo-mozambique/955090-application-form/en>

As part of our selection process, final candidates will be required to complete security checks and police 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.**

To learn more about who we are and what we do, please visit our website at <https://righttoplay.com/en/countries/mozambique/>.