

Job Title: Logistics Assistant

Location:	Assosa, Benishangul Gumuz Region (Only candidates who are eligible to work legally without work visa sponsorship in Ethiopia will be considered.)
Contract Type:	Full-time (40 hours per week)/1-year fixed term contract
Hiring Salary:	Organizational Scale
Target Start Date:	As soon as possible
Application Closing Date:	September 26, 2026 23:59 EAT This job advert is for a vacancy subject to funding and role approval.

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 Ethiopia started its operation in 2005 and have implemented several interventions to protect, educate and empower children and youth in different parts of the country.

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 and life insurance, hardship allowance, transportation allowance, communications allowance, etc.)
- 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/250635-logistics-assistant-score-project-assosa/1138014-application-form/en>

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

Qualified Female Applicant are highly encouraged to Apply

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. **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

Job Description:

Job Title: Logistics Assistant	Grade: 4
Reports Directly to: Project Officer	Location: Ethiopia, Benishangul Gumuz Region, Assosa
Direct Reports: N/A	Department: Operations

1- Purpose:

The incumbent supports the effective and efficient delivery of day-to-day activities within the Country Office ensuring that procurement, logistics, fleet, warehouse and asset management activities are conducted in accordance with organizational policies, procedures, donor requirements and applicable local regulations.

2- Responsibilities:

Procurement (40%)

- Process and follow up on Purchase Requisitions (PRs), Requests for Quotations (RFQs), purchase orders and other procurement documentation.
- Obtain quotations and assist with quotation analysis, bid comparisons and preparation of procurement evaluation documentation and coordinate with requesting departments to clarify specifications, quantities, delivery requirements and other procurement-related information and follow up with suppliers regarding orders, delivery schedules, quality of goods/services and outstanding issues.
- Maintain complete and accurate procurement files and ensure that all required supporting documentation is available and support the Logistics Officer in monitoring procurement plans, outstanding procurements and supplier performance and Escalate procurement issues, delays, irregularities or potential compliance concerns to the Logistics Officer.

Logistics (25%)

- Support the coordination of the movement, receipt, storage and distribution of goods and supplies and coordinate with suppliers and internal teams regarding deliveries, transportation and logistics requirements and prepare and maintain delivery notes, Goods Received Notes (GRNs), waybills and other logistics documentation.
- Follow up on delayed, damaged, incomplete or incorrect deliveries and report issues to the Logistics Officer.

Fleet Management (20%)

- Support the day-to-day coordination of the Country Office fleet and maintain accurate vehicle records, including logbooks, registration, insurance, servicing and maintenance records.
- Monitor vehicle servicing, repairs, inspections and preventive maintenance schedules and follow up with relevant service providers.
- Monitor fuel consumption and maintain accurate fuel records and ensure that vehicle logbooks and related documentation are completed correctly.
- Report vehicle accidents, incidents, defects and other fleet-related issues to the Logistics Officer.

Asset Management & Others (10%)

- Support the maintenance and updating of the Country Office asset register and Assist with the tagging, recording, transfer and disposal of organizational assets.
- Maintain documentation for asset movements between staff, offices and locations.
- Support periodic physical verification of assets.
- Report lost, damaged or missing assets to the Logistics Officer.
- Work closely with Finance, Program, P&C and other departments to ensure smooth procurement and logistics support.

Warehouse & Inventory Management (5%)

- Support the management of the Country Office warehouse, stores and inventory.
- Receive, inspect and document incoming goods and supplies.
- Ensure that goods are properly stored, labelled, organized and secured.
- Maintain accurate stock and inventory records.

Perform other duties as assigned.

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

The role works closely with project staff, Finance, Logistics, drivers, suppliers and service providers to support effective procurement and logistics operations. The incumbent operates with moderate autonomy in carrying out routine procurement and logistics activities, while seeking guidance from the Logistics Officer on complex, sensitive or high-value matters.

4- Leadership and Staff management The incumbent has no direct reports and works collaboratively with project, finance and support staff to facilitate effective procurement and logistics operations. Provides operational coordination and guidance to drivers, suppliers and service providers as required within the scope of assigned responsibilities.

5- Information requirement for decision-making

The incumbent is expected to collect, maintain and record accurate hard and soft data related to procurement, suppliers, quotations, purchase orders, deliveries, warehouse stocks, assets, fleet, fuel and other logistics activities. Provide accurate and timely information to the Logistics Officer to support procurement and operational decision-making.

6- Innovation and Improvements

The incumbent identifies opportunities to improve procurement and asset management processes, recommends cost-effective solutions, and maintains compliance with donor and organizational standards.

7- Relationships & Communications: Internal / External

- **Internal:** Project staff, Finance, Logistics team, drivers, P&C, visiting global staff and other Country Office staff.
- **External:** Suppliers, vendors, contractors, service providers, transporters, garages, warehouse/service providers and other relevant external parties.

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

- Graduate/Diploma in Business Administration, Supply Chain Management, Procurement, Logistics, Management or related discipline.
- Relevant experience in procurement, logistics, supply chain or related administrative functions, preferably with an I/NGO.
- Knowledge of procurement and logistics procedures and practices.
- Ability to support training, workshops, distributions and other field activities.
- Ability to plan, organize and prioritize tasks and to work effectively under pressure and multitask.
- Strong attention to detail and ability to maintain accurate records and documentation.
- Strong communication, negotiation and interpersonal skills.
- Computer literacy in Word, Excel and PowerPoint, and the ability to browse the internet.
- Good spoken and written English and local language(s).

9- Core Competences

Collaboration: Works effectively across teams and functions.

Growth Mindset: Actively learns and seeks opportunities for improvement.

Resilience: Manages competing priorities and deadlines with a solutions-oriented approach.

Professionalism: Demonstrate integrity and accountability, upholding values that support decision-making.

Management and Interpersonal Skills: Demonstrates communication skills & listens actively.

10- Additional Information The incumbent may be required to visit suppliers, local markets, warehouses, garages and other locations as part of their responsibilities. The incumbent may be required to travel to field locations as needed to support procurement and logistics activities..