



Job Announcement

Position: Logistics Manager

Job Description:

The Wellspring Foundation for Education is currently working in the Districts of Gasabo and Rubavu through our dynamic education programs to support teachers, leaders and the school community in the promotion of quality education for children. The role of **Logistics Manager** is key to the successful implementation of program activities.

Under the oversight of our Director of Operations, the **Logistics Manager** will work as part of program and project teams to support program implementation through planning and organising logistics for field activities and supporting with events management. In addition, the **Logistics Manager** will support with procurement of services and products, will manage Wellspring's assets, facilities and fleet of vehicles, and will also manage logistics for international staff and visitors.

The successful candidate will be a great team player with a proactive can-do and problem-solving approach, excellent time and task management skills, have experience in managing resources and will work successfully as part of a fun-loving cross-cultural team.

Anticipated start date: March/April 2021

Reports to: Director of Operations

Provides direct line management to:

Administrative Assistant, housekeeping staff and drivers.

Working closely with: Director of Operations; Finance and Operations colleagues in Kigali and Rubavu; Program and Project Managers; staff in our Canada office

Location: Kigali - with travel to Rubavu on a regular basis or as required

Key external relationships: Suppliers and service providers including but not limited to venues, hotels, insurance firms, garages, caterers, security; Directorate General of Immigration and Emigration; Wellspring Academy; CLA. ,

Job responsibilities:

Logistics and Event Management

- Take a supportive role in planning and managing events and logistics for program activities, in collaboration with the Kigali-based program managers, including but not limited to management of venues, accommodation, catering and cash allowances for program participants.
- Take a leading and collaborative role in managing and coordinating logistics for international visitors, including but not limited to management of

accommodation, visa applications, cultural briefings and transport, in collaboration with colleagues in Canada and Rwanda.

Fleet Management

- Manage and maintain Wellspring's vehicle fleet and vehicle database in Kigali in accordance with our vehicle use policy and procurement policy, and provide support to the Rubavu Finance and Operations Manager in this.
- Work closely with the Senior Driver to manage the deployment of drivers and vehicles according to the program needs and in a cost effective way. Arrange appropriate transportation if Wellspring's own vehicles and drivers are not sufficient.
- Prepare monthly fuel reports for the Director of Operations

Facilities Management and Security

- Ensure a clean, safe, secure and efficient work environment at our Kigali Office, through the management of housekeeping/grounds staff as well as security services.
- Ensure both offices including staff apartments (Kigali and Rubavu) are properly maintained
- Ensure proper management, maintenance and replenishment of fire safety equipment and First Aid Kits (Kigali and Rubavu)
- Maintain log of office keys

Asset and Storage Management

- Ensure that the asset register and inventory for Kigali is regularly updated
- Ensure items in the warehouse/containers are arranged in an orderly manner and secure
- Ensure that assets are sold or disposed of appropriately, in line with policy and with support from Director of Operations.

Finance, Procurement and Contract Management

- Following Wellspring's procurement and payment guidelines, identify professional, reliable service providers and ensure value for money and quality service provision.
- Manage relationships with Wellspring's service providers in Kigali demonstrating Wellspring's values and guiding principles
- Manage insurance contracts and their timely renewal, ensuring quality of service provision.
- Provide data and requested support to the Senior Finance Manager and Director of Operations to feed into the annual organizational budget, financial re-forecasts, and monthly budget reviews.

Human Resources & Team Leadership

- Provide empowering servant leadership as team leader and line manager to the Kigali drivers, housekeeping staff and Administrative Assistant.
- Ensure that responsibilities as line manager are carried out in a timely and empowering manner, including but not limited to regular meetings with staff, performance reviews and agreeing performance objectives
- Carry out other reasonably assigned duties to contribute actively to the growth and health of the organisation, supporting its vision, mission, core values and strategic priorities

Requirements for the role:

Qualifications

At least Bachelor in Business & Administration or any other relevant field (required)

Professional Experience and Skills

- At least four years' experience in a Logistics or Operational role preferably with an NGO (required)
- Experience of providing logistics and event management support to programs (required)
- Experience in fleet management (required)
- Experience working with vendors and service providers, managing procurement, and negotiating service contracts (required)
- Experience in managing a team (desired)
- Experience in budget management (desired)
- Good communication skills in English and Kinyarwanda (oral and written) (required)
- Good IT skills (Microsoft Word & Excel) (required)

Personal and Spiritual Qualities

- A Christ-centered individual who has the desire to grow faith (required)
- Well organised with effective time and task management skills (required)
- Excellent interpersonal skills: collaboration and clear communication with people from diverse backgrounds, encouraging, sharing ideas, and motivating others (required)
- A problem solver with a positive "can-do" approach (required)
- Ability to work independently, take initiative and take ownership of project outputs
- A great sense of team and a lot of fun (desired)

Other

- Ability and willingness to travel nationally and regionally
- Possess a valid driving license and be able to drive

To apply, send:

1. Completed Wellspring 'Employment Application Form' (available to download at the RENCP website or by email from RWrecruitment@thewellspringfoundation.org)
2. A word processed cover letter explaining why you would like this job and why you are a suitable candidate (**max 1 page** – longer letters will be rejected)
3. A full Curriculum Vitae (CV) including details of 2 professional referees and 1 referee from your place of worship (**max 3 pages** – longer CVs will be rejected)
4. A scanned copy of your ID
5. A statement of faith* (**max 1 page** – longer statements will be rejected)

Applications must be submitted by email (including scanned PDF documents) to the Director Operations, at this email address: RWrecruitment@thewellspringfoundation.org with 'Logistics Manager' as the subject (please sign and then scan your documents before sending as PDF attachments by email).

Closing Date for applications: Thursday 18th February 2020, at 5pm

Please note that interviews will take place at our office in Kigali if Covid-19 preventative measures allow.

After the interview has taken place and before signing a contract, the successful candidate will submit the following documents:

- A Police Clearance document
- Notarized academic qualification papers and relevant certificates

We thank all candidates for their interest in working with the Wellspring Foundation for Education, but due to large numbers of applications, only successfully shortlisted applicants will be contacted.

**what is a statement of faith? A statement of faith should describe your personal Christian faith journey, your local church involvement, and how you see all this as relevant to your involvement with the Wellspring Foundation.*