

Good Neighbors International Rwanda

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P.O. Box 5125, Kigali, Rwanda

JOB VACANCY ANNOUNCEMENT**Vacancy Code:** GNI-RW/REC/2026/001**Position Title:** Procurement and Logistic Officer**Number of Positions:** 1**Department / Project:** Administration**Duty Station:** Head Office**Employment Type:** Full-time**Application Deadline:** 23 September 2026**1. About Good Neighbors International Rwanda**

Good Neighbors International (GNI) Rwanda is part of Good Neighbors, an international humanitarian and development organisation founded in 1991. Good Neighbors works in over 50 countries to improve the lives of children, families, and communities in vulnerable situations, with the mission to make the world a place without hunger, where people live together in harmony.

Good Neighbors has held General Consultative Status with the United Nations Economic and Social Council since 1996 and was awarded the Millennium Development Goals Award in 2007 in recognition of its contributions to education. Its engagement with Rwanda dates back to its first international humanitarian action during the 1994 Rwanda genocide crisis.

GNI Rwanda implements programmes in education, health, Water, Sanitation and Hygiene (WASH), food security and nutrition, child rights and protection, economic empowerment, inclusive communities, sustainable environment, and humanitarian assistance.

GNI Rwanda is seeking qualified, dynamic, and self-motivated candidates to fill the position of Procurement and Logistics Officer, based in Head Office.

2. Position Summary

3. The Procurement and Logistics Officer will provide day to day administrative and operational support to the Procurement and Logistics Coordinator in procurement processing, supplier coordination, logistics arrangements, documentation, and record keeping.

4. Key Responsibilities

The Procurement and Logistics officer will:

- i. Support the preparation and processing of procurement requests, RFQs, proformas, purchase orders, contracts, and other procurement documents.
- ii. Assist in obtaining quotations/proformas from suppliers and maintaining supplier information.
- iii. Support the administrative evaluation and comparison of quotations and preparation of procurement documentation.
- iv. Follow up with suppliers on orders, deliveries, invoices, and required supporting documents.
- v. Assist in coordinating the delivery and receipt of goods and services and ensure proper documentation, including delivery notes and GRNs.
- vi. Maintain and regularly update procurement and logistics files, registers, and databases.
- vii. Support logistics arrangements for meetings, trainings, workshops, travel, transportation, accommodation, and other organizational activities.
- viii. Assist in monitoring purchase orders, contracts, deliveries, and pending procurement actions.
- ix. Support the management of organizational assets, supplies, and inventory records.
- x. Assist with vehicle and other logistics-related coordination as assigned.
- xi. Ensure procurement and logistics documents are properly filed and readily available for audit and reporting purposes.
- xii. Perform any other duties assigned by the supervisor in line with the role and organisational needs.

5. Qualifications and Experience

Education

- Bachelor's Degree in Procurement, Logistics, Supply Chain Management, Business Administration, Finance, or a related field from an accredited academic institution.¹
- Additional relevant qualifications will be considered an advantage.

Experience

- Minimum of 4 years of relevant professional experience.
- Experience in procurement, logistic, administration or supply chain operations

¹ Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

- Experience working with NGOs, international organisations or development programmes is desirable.

6. Skills and Competencies

- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office applications.
- Excellent report writing and organisational skills.
- Ability to work independently, under pressure, and in a multicultural environment.
- Fluency in English and Kinyarwanda; knowledge of French is an added advantage.

7. Required Documents

Interested candidates should submit the following documents:

- Cover letter addressed to the Country Representative.
- Completed GNI Rwanda Application Form.
- Updated Curriculum Vitae (CV) in English.
- Copies of academic certificates and diplomas.
- Relevant professional certificates, where applicable.
- Copy of National ID or other valid identification document, where applicable.

8. How to Apply

Interested candidates should:

1. Download and complete the **GNI Rwanda Application Form**.

[Job Application Form.xlsx](#)

2. Rename the application file using the following format: "**Procurement and logistic Officer**"
3. Submit the completed application package to: hr.gnr@goodneighbors.org

Application deadline: 23 September 2026 at 11:59 pm, Kigali local time

9. Important Notes

- Only shortlisted candidates will be contacted.
- Applicants must be willing to reside and work in the assigned duty station, where applicable.

- This selection process may be used to fill similar positions within GNI Rwanda. Recommended candidates may be considered for similar vacancies for up to six (6) months from the closing date, subject to organisational needs and completion of all required recruitment and safeguarding checks.
- GNI does not charge any fees at any stage of the recruitment process, including application, interview, processing, training, or appointment, and does not request bank account information during recruitment.
- GNI has a zero-tolerance approach to all forms of harm, abuse, exploitation, sexual exploitation and abuse, harassment, fraud, corruption, misconduct, and breach of confidentiality.
- All employees and partners are required to comply with GNI's Code of Conduct, Safeguarding Policy, Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) requirements, and other applicable policies.

Done at Kigali on 14 September 2026


Hwahyun KIM
Country Representative
Good Neighbors International Rwanda

