



**FOOD FOR  
THE HUNGRY**

We design, develop, and deliver catalytic solutions that build resilience so that children, families, and communities can flourish.

## VACANCY ANNOUNCEMENT LOGISTICS ASSISTANT

### ABOUT FH

FH Association Rwanda (Food for the Hungry) is an International Christian Relief and Development organization with a value proposition “We design, develop, and deliver catalytic solutions that build resilience so that children, families, and communities can flourish”. FH Rwanda has been implementing integrated relief and development projects in Rwanda since 1994. FH Rwanda operates in Ruhango, Muhanga, Gatsibo, Nyagatare, Ngororero, Karongi and Rulindo districts. Our Head Office is located at Umuyenzi Plaza, 2 nd Floor, Kisimenti - Remera.

### FH CULTURE

All we do, and how we do it, seek to promote God’s beauty, goodness, and truth in a broken world. As such, we are defined by our ability to make people’s lives measurably better; our ability to deliver impact is the measure of our collective success. For we know that we are God’s handiwork, created in Christ Jesus to do good works, which God has already prepared in advance for us to do. At Food for the Hungry, we operate under a set of values called Heartbeat Values.

We are seeking to hire a qualified, dedicated and experienced “LOGISTICS ASSISTANT” to be based in our Head Office, Kigali. The jobholder reports to the Logistics & Procurement Senior Lead.

### SUMMARY OF THE POSITION

To provide day-to-day support to the FH Rwanda Logistics department activities varying from fleet management, stock and inventory control, procurement, etc. The Logistics Assistant also performs driving duties to facilitate transportation of staff and supplies to various destinations as required by the Country Office transport needs.

### MAIN KEY RESULTS

#### Support the procurement and supply chain process (30%)

- Support the Logistics department in procurement activities for all FH Rwanda programs including identifying goods and services needed by the organization, issuing purchase orders to suppliers, review goods and services from suppliers.
- Liaison with the Procurement Coordinator, prepare bid notice to be placed in the newspapers following FH Rwanda policies.
- Assist the Procurement committee in the selection of appropriate suppliers and contractors according to established procurement procedures.
- Ensure that services and goods delivered are of the agreed quality and standard through a physical verification possible

- Ensure that all documentation and paperwork required for procurement processes are in order and where necessary liaise with requesting departments in instances where documentation is incomplete or wrong. In line with this, ensure the proper filing and safe keeping of procurement documents.

#### **Logistics and Driving duties (40%)**

- In liaison with the Logistics & Procurement Senior Lead, oversee receiving and shipping of commodities internationally like containerized cargo and customs clearance where applicable.
- Compile monthly vehicle mileage report for review by Logistics & Procurement Senior Lead before submission to the Finance Department.
- Assist visitors with travel arrangements (flight change, ticket confirmation, pick up to/from the airport, etc.) and accommodation.
- Carry out transportation of staff or guests to various locations as well as perform courier services for dropping off/picking up items such as materials, vendor quotes, etc, observing traffic rules and speed limits
- Ensure all passengers adhere to FH vehicle policies including signing of waivers of liability where passengers carried are non-FH staff.

#### **Inventory and Asset Management (20%)**

- In collaboration with the logistics team, ensure that all FH vehicle are serviced in a timely manner and that they are in a good condition
- Support the Asset disposals process in accordance to the disposal procedures in place.
- Perform physical counts of assets and inventory on a quarterly basis, ensuring that said assets and inventory are indicated in an electronic database; said database is to be updated on a quarterly basis
- Oversee the day to day control of the stock

### **JOB REQUIREMENTS**

- Bachelor's degree in Logistics, Supply Chain management, Business Administration or related field
- Possess a valid Driving license of class B with a clean driving record of accomplishment over the past 5 years
- Minimum 3 years of experience in a similar position.
- Working knowledge of spoken and written English and Kinyarwanda. Knowledge of French is an advantage.
- Knowledge of professional procurement and logistics principles
- Ability to negotiate with suppliers for quality goods and services at competitive prices
- Experience in dealing with government processes and procedures that relate to procurement and logistics functions
- Knowledge of basic mechanics required to make assessments for vehicle repairs

### **OTHER ESSENTIAL REQUIREMENTS**

- Has a vibrant personal relationship with Jesus Christ
- Working knowledge of Logistics and Procurement Systems
- Must have good oral and written communication skills in English, team building skills, and ability to work in a cross-cultural environment with multi-national staff.
- Must demonstrate excellent interpersonal skills and ability to develop clear reports.

- Ability to prioritize tasks, meet deadlines and work with limited supervision.
- Ability to learn new concepts and ideas, adaptable
- Strong working knowledge of computers and MS Office Suite

## HOW TO APPLY

Interested and qualified candidates should fill in the Job Application Form and attach their cover letter and updated CV/Resume with three professional referees (including email address and day telephone contacts), not later than **Wednesday 4<sup>th</sup> March 2026@5pm** using the following link: <http://105.179.7.34/fhrwjobs>

**Note:**

- Only short-listed candidates will be contacted
- Qualified female candidates are strongly encouraged to apply
- If any issues are experienced, please contact us separately at [rwanda@fh.org](mailto:rwanda@fh.org)

## FH Safeguarding Policy

FH strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented. FH holds a zero-tolerance policy against sexual exploitation and abuse and harassment. FH expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that FH work is carried out in honest and fair methods, in alignment with the FH Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.

Done at Kigali on 18<sup>th</sup> February 2026

