

TERMS OF REFERENCE (TOR)

Hiring of Logistics Officer

October 8th 2026

1. Background

Ngali Holdings “The Company” is an investment company located at Kimihurura, Kigali, Rwanda. The organization seeks to recruit a competent and experienced Logistics Officer to lead and oversee Company’s logistics operation.

2. Position Title

Logistics Officer

3. Reporting Line

Job Details	
Department	People and Culture
Job Title	Logistics Officer
Supervisor	HR & Admin Manager

Job Purpose:
To manage and coordinate the company’s logistics operations, including procurement, transportation, inventory management, and distribution of materials and equipment, ensuring timely, cost-effective, and compliant support for mining operations.

Primary Responsibilities
• Coordinate procurement and delivery of materials, supplies, and equipment. • Manage transportation of goods and materials to and from mining sites. • Monitor inventory levels and maintain accurate stock records. • Ensure timely distribution of materials and supplies to operational units. • Liaise with suppliers, transporters, and service providers. • Track deliveries and confirm receipt of goods.

- Ensure compliance with procurement and logistics policies.
- Prepare logistics and inventory reports for management.
- Organize storage of equipment and materials in warehouses or depots.
- Monitor and control logistics costs and optimize resource utilization.
- Support planning for operational needs and resource allocation.
- Maintain accurate records of issued and received items.
- Conduct regular stock counts and reconcile discrepancies.
- Ensure safe handling, storage, and transport of hazardous materials.
- Support emergency logistics needs for operations or field projects.
- Assist in supplier evaluation and selection processes.
- Coordinate with finance on invoices, payments, and procurement documentation.
- Maintain updated logistics policies, procedures, and SOPs.
- Support compliance audits and inspections related to logistics.
- Recommend improvements to logistics processes and operational efficiency.
- Use SAP Business One for inventory management, including receipts, issues, transfers, adjustments, reconciliation, and reporting
- Maintain and regularly update the Company Asset Register.

Person specification

Academic qualification	Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or related field.
Professional qualification	Certifications such as CIPS, CPSM, or equivalent are an advantage.
Experience	Minimum 3 years of experience in logistics, supply chain, or operational support.

Key Performance Indicators Measures	
Ensure timely, cost-effective, and compliant management of logistics operations, including procurement, transportation, and inventory management.	- On-time delivery of materials, accurate inventory records, minimized logistics costs, - Compliance with procurement policies, and successful support for operational activities without delays or shortages. Accurate inventory records and SAP Business One transactions.

Skills, Knowledge, and Abilities:

	- Strong logistics and supply chain management skills. - Strong practical knowledge of SAP Business One inventory management. - Warehouse, stores, and inventory control skills. - Asset management and reconciliation skills. - Strong organizational, analytical, and problem-solving skills. - Excellent communication and interpersonal skills. - Strong judgment, integrity, accountability, and attention to detail. - Ability to work under pressure and meet operational deadlines.
--	--

4. Application Requirements

Interested candidates shall submit:

- Application letter
- Updated Curriculum Vitae (CV)
- Certified academic and professional certificates
- Copies of identification documents
- Contacts of at least three professional referees

5. Selection Method

Selection shall be conducted through:

- Shortlisting of qualified candidates
- Written assessment

- SAP Business one practical test is mandatory (Candidate who do not attain required pass mark may not proceed to the next stage)
- Interview
- Reference and background checks

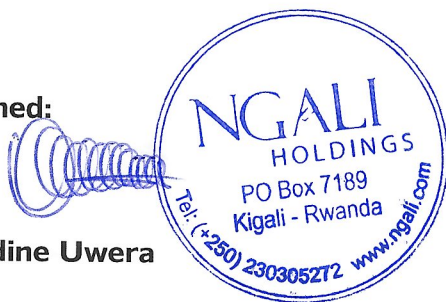
6. Submission Deadline

Date, 23rd October, 2026,

Email: nh.recruitment@ngali.com

Contact: 0785387870

Signed:



Nadine Uwera

HR & Admin Manager