



Nyungwe Management Company Ltd

Address -P.O. Box 1448

Kigali

Rwanda

www.visitnyungwe.org

NYUNGWE MANAGEMENT COMPANY

NYUNGWE NATIONAL PARK VACANCY ANNOUNCEMENT

Nyungwe Management Company Ltd (NMC Ltd) was created by the management agreement between the Government of Rwanda (through RDB) and African Parks Network, to manage Nyungwe National Park for 2 years starting from October 2020. NMC Ltd is seeking to recruit suitable candidates to fill the post of **Logistics Officer** in Nyungwe National Park. The candidates must be Rwandan, technically skilled with good problem-solving ability, be enthusiastic, motivated, reliable, and able to execute tasks independently.

JOB TITLE: Logistics Officer

REPORTING TO: Field Operation Manager

Duties and Key responsibilities not exhaustive

- Plan, manage and evaluate logistics operations liaising with internal stakeholders, suppliers, logistics providers, transportation companies and customers
- Create and implement best practice logistics principles, policies and processes across the organization to improve operational and financial performance
- Monitor quality, quantity, delivery times, and transport costs
- Negotiate rates and contracts with transportation and logistics providers
- Recommend optimal transport modes, routes or frequency
- Select carriers/suppliers and monitor service against performance criteria
- Ensure carrier compliance with company policies or procedures for product transit or delivery
- Resolve problems concerning transportation, logistics systems, imports or exports or customer issues
- Review impact of logistics changes, such as routing, shipping modes, product volumes or carriers and report results to others
- Ensure the integrity of inventory accuracy and manage stock movements with the help of direct reports
- Identify and resolve any inventory discrepancies and ensure inventory and system records are in agreement
- Keep track of slow moving and obsolete stock
- Identify savings by removing waste or unnecessary steps in the logistics process
- Ensure metrics, reports, and process documentation is available People Management
- Ensure that all functions under supervision operate in accordance with safety.

TC



Nyungwe Management Company Ltd – TIN 111945658



Directors: Mr.F.Gatare , Mr. C. Wells, Mrs. J. Sebageni, Mrs. J. Labuschagne, Mr. J. Gruner



NYUNGWE MANAGEMENT COMPANY

KNOWLEDGE AND SKILLS

Minimum Education and Qualification Required

- Having Bachelor's degree or equivalent in Logistics Management, Supply Chain Management, Operations Management, Transportation, Inventory Management and business, or related field.
- 3 years of previous experience; experience in industry procedures, costs, and terms
- **Driving license Category, B**
- Proficient computer skills, including Microsoft Office Suite
- Good interpersonal skills and communication with all levels of management
- Good analytical and problem-solving skills;
- Ability to work under pressure and overtime;
- Exposure of working with a multi-currency set up;
- Between 25 and 40 years of age.

Added advantage

- Born and living near Nyungwe National Park;
- Being a member of any cooperative from around the Nyungwe National Park.

Note

1. **Internal candidates are also allowed to apply**

Interested candidates should forward their application letter together with all relevant documents to the email address provided Bellow no later than 29th March 2024. The required documents should be submitted in scanned soft copies in pdf format (preferably as one document) on nmc.recruit@africanparks.org. Successful candidate will begin with an immediate effect.

Applications must include the following documents:

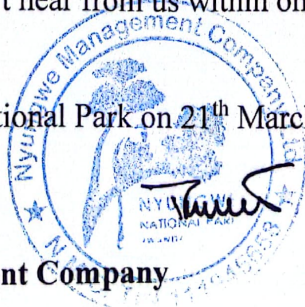
- Application cover letter addressed to the Park Manager
- Stating where you heard about the position and why you should be considered
- Curriculum vitae including your personal details, education level and any experience
- Name, address and telephone numbers of three (3) references
- All the documents should be in one pdf document and named after your name and position, for example: Name, Nyungwe Receptionist, 2024.

Please note that only candidates with the needed qualifications and relevant experience will be shortlisted, if you don't hear from us within one week after submission deadline, know that you have not been shortlisted.

Done in Nyungwe National Park on 21st March 2024.

NIYIGABA Protais
Park Manager/CEO

Nyungwe Management Company



Nyungwe Management Company Ltd – TIN 111945658

