

## INTERNAL MEMO

From: Operations Department

To: CEO

 Date: 8<sup>th</sup> May 2025

 Subject: **Approval request to re-organize the Logistics and Procurement Unit**
**Background:**

As part of our continuous efforts to optimize operations and ensure that we meet the timelines as per procurement plan, we have planned to make some changes in the Job descriptions of the logistics team. This will enable delegating some tasks, which are in the hands of the Logistics Manager, giving him enough time to focus on the: effective implementation of the procurement plan; (procurement dash board monitoring) , reviewing and validating market prices, align teder processes, leasing contracts update, reviewing and updating the procedures, ensure audit findings are closed on time, people management and timely reporting.

**Changes:**

S/N	Title	Name	JDs
1.	Logistics Manager	Jean Bosco Mushikazi	Overall Manager/Overseeing the logistics people management and logistics responsibilities
2.	Logistics Operations Officer	James Ruzindana	Logistics and procurement Implementations and board support
3.	Logistics Admin Officer	Scovia Nyangoma	Oversee Payments, contract management, Fleet management, and administration responsibilities, including support staff
4.	Serve Driver	Jacque Mwambari	SERVE Project Driver
5.	Fleet management	Charles Musafiri	Fleet and Asset management
6.	Driver	Bosco Karuhanga	Driver
7.	CEO driver	Theoneste Muwayire	CEO's driver
8.	3 Support Staff	Ruth, Rachel and Alfred	Head Office support staff





**Request:**

Approval to delegate some tasks from the logistics manager to the team members without having considerations for external or Internal recruitment.

**Expected Results:**

Effective implementation of procurement plan, timely projects completion, contracts, asset and fleet management and compliance within the Unit.

Prepared by



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Reviewed by



Jimmy Rutabingwa  
Deputy CEO

Approved by



Christine Baingana  
Chief Executive Officer