

## Procurement and Logistics Officer

**Location:** Mazowe, Zimbabwe  
**Contract Type:** Full-time  
**Reports to:** Finance & Administration Officer

### About the Organisation

The Future of Hope Foundation (TFoHF) is a Private Voluntary Organization (PVO) that works to capacitate, collaborate with, support and mentor marginal and vulnerable members of society through entrepreneurial and self-development initiatives. We facilitate research and training in innovative initiatives that provide for and promote sustainable food, nutrition, and income security to improve the conditions necessary for every member of society to reach their full potential.

We seek to recruit highly motivated, committed, and results-oriented professionals to support programme delivery and strengthen organisational operations.

### Key Responsibilities

- Coordinate procurement processes, collect quotations, prepare purchase requests, and ensure compliance with organisational and donor guidelines.
- Maintain supplier databases, liaise with vendors, and ensure timely delivery of goods and services.
- Prepare procurement documentation, contracts, and purchase orders, and maintain accurate records for audit purposes.
- Work with the finance team to process supplier payments and ensure adherence to approval procedures.
- Plan and manage the transport of goods, equipment, and staff, and ensure efficient distribution to project sites.
- Maintain updated asset registers and stock records, and conduct routine checks and reconciliations.
- Monitor procurement and logistics activities to minimise risk and ensure transparency.

### Qualifications and Experience

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or a related field.
- Minimum of 3 years' experience in procurement and logistics, preferably in the NGO or humanitarian sector.
- Strong knowledge of procurement procedures and institutional donor compliance requirements.
- High level of honesty and integrity, with strong interpersonal skills and the ability to maintain cordial relationships.

- Ability to communicate in English and local languages, including Shona, Ndebele, and Tonga. The ability to speak Tonga is an added advantage.
- A Clean Class 4 or Class 2 driver's licence and at least 5 years of driving experience are required.
- Excellent organisational and communication skills.
- Proficiency in MS Office and logistics software.
- Ability to work under pressure and in challenging environments.

***What We Offer***

- Competitive remuneration package
- Opportunities for professional growth and training
- A dynamic and mission-driven work environment

***How to Apply***

Interested candidates should submit a detailed CV and cover letter to [hr@thefutureofhope.org](mailto:hr@thefutureofhope.org) clearly indicating the position applied for in the subject line.

***Applications must be received no later than 23:59 hours on 28 April 2026.***

***Only shortlisted candidates will be contacted.***