



Job Description

Logistics Intern

Start Date	March 2025
Job Title	Intern
Location	Nairobi
Supervisor	Logistics Officer

About Us

The Tax Justice Network Africa (TJNA) is a Pan African organisation and member of the Global Alliance for Tax Justice.

TJNA aims to promote socially just, accountable, and progressive taxation systems in Africa. We advocate for pro-poor taxation systems and the strengthening of tax regimes to promote domestic resource mobilisation. TJNA aims to challenge harmful tax policies and practices that favour the wealthy and those that aggravate and perpetuate inequality.

About the Role:

We are looking for a motivated and detail-oriented Logistics Intern to join our team. The intern will assist in various logistical operations and administrative tasks, gaining hands-on experience in the field of supply chain management, office operations, and day-to-day administrative support. The ideal candidate should possess strong organizational skills, the ability to multitask, and a passion for learning about logistics and some administrative processes.

Key Responsibilities

1. Logistics Support:

- Assist in coordinating the transportation, storage, and distribution of goods.
- Monitor delivery schedules and ensure timely updates for the vendors' contracts and payment.
- Coordinate with external vendors and service providers to ensure smooth operations.
- Support Logistics team with general duties of planning, scheduling, and purchasing inventory
- Participate with vendor management team in negotiations process to learn how to approach and resolve freight cost and rate issues where lanes show differences to benchmark data
- Work with vendor management team assisting in analysis to provide leverage with category management to influence vendor rate decisions
- Support in Payment processing by putting together necessary paperwork and raising the Purchase requisition and purchase Orders through enterprise resource planning (ERP) software.

2. Administrative Support:

- Provide administrative support to the logistics team by managing calendars, scheduling meetings, and organizing reports.
- Assist in the preparation and filing of documents, contracts, and other records.
- Help with data entry and maintenance of databases related to inventory and logistics processes.

- Handle office correspondence, including emails, phone calls, and inquiries.
- 3. Operational Coordination:**
- Support the team in monitoring the daily operations and assist in resolving any operational issues.
 - Assist in creating reports and presentations related to logistics and admin functions.
 - Help maintain office supplies and coordinate procurement needs.
- 4. Process Improvement:**
- Identify areas for improvement in logistics and administrative workflows and suggest improvements where appropriate.
 - Participate in team meetings and offer input to enhance operational efficiency.

Key Accountability Areas

- Logistics Support:
- Administrative Support
- Operational Coordination
- Process Improvement

Requirements:

- Recently completed a degree in Business Administration, Information Technology, Logistics, or a related field.
- Strong organizational, time-management and multitasking skills.
- Excellent communication, interpersonal skills and ability to prioritize tasks
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with collaboration tools (e.g., Google Workspace, ERP, NAV, ORACLE SQL Or SAP).
- Strong attention to detail.
- A proactive and eager-to-learn attitude.
- Integrity and commitment to ethical standards.
- Prior experience in administrative, IT, or logistics tasks (internships or volunteer work) is an added advantage.

Benefits:

- Hands-on learning experience in logistics and administrative functions.
- Opportunity to work closely with industry professionals and gain insight into supply chain operations.
- Flexible work hours and the possibility of remote work.
- Mentorship and career development opportunities.

How to Apply:

Interested to learn and grow your skills?

If so, we invite qualified and interested candidates to submit their applications through the following link:

[Logistics Intern Application](#)

The closing date for applications is 7th March 2025. Due to the anticipated number of applications, only short-listed candidates will be contacted.

TJNA is committed to creating a diverse environment and is proud to provide equal employment opportunities to all qualified applicants. All employment decisions are based on our organisation's needs without regard to race, ethnicity,

religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. TJNA complies with all applicable laws governing non-discrimination in employment. All qualified candidates are encouraged to apply.