



Job Title: Procurement and Logistics Officer-Volunteer

Location: Makurdi, Benue State

Reports to: Operations Manager

Duration: 6 months, renewable on performance

Type: Internship (Full-Time)

Organizational Background:

Initiative for Agricultural Intervention & Developmental Integration (IAIDI-Nigeria) is a women-led, non-governmental organization officially registered with Nigeria's Corporate Affairs Commission (CAC) in 2014 under the Nigerian law. Founded in response to the pressing need for sustainable and inclusive food systems development. IAIDI is committed to transforming the livelihoods of rural populations, particularly women and youth, by advancing resilient, market-oriented agri-food systems. IAIDI is guided by the principles of equity, dignity, and sustainability. IAIDI works to strengthen agricultural productivity, improve nutrition outcomes, and foster inclusive economic opportunities across Nigeria.

Position Summary:

The Procurement and Logistics Officer will support the day-to-day operations of procurement and logistics functions to ensure timely and efficient delivery of goods and services in compliance with the organization's policies and donor regulations. The role provides an opportunity to learn and contribute to supply chain management in a development or humanitarian setting.

Key Responsibilities:

1. Procurement Support:

- ☐ Assist in collecting quotations, preparing bid analysis, and drafting purchase orders.
- ☐ Support the documentation of procurement processes in compliance with internal controls and donor guidelines.
- ☐ Help in updating the vendor database and supplier performance records.
- ☐ Assist in verifying delivered goods against specifications and purchase orders.

2. Logistics Support:

- ☐ Support in tracking and reporting deliveries of goods and services to field locations or offices.
- ☐ Assist in managing the inventory and distribution of office and project supplies.
- ☐ Help maintain stock records, issue vouchers, and conduct periodic physical inventory checks.

3. Administrative Support:

- ☐ Maintain well-organized and up-to-date procurement and logistics files (both electronic and physical).
- ☐ Support the preparation of procurement reports, trackers, and logs.
- ☐ Assist in organizing meetings with vendors, transporters, and service providers.

4. Fleet and Asset Management:

- ☐ Assist in vehicle scheduling, fuel tracking, and maintenance logs under supervision.
- ☐ Help in tagging and recording assets and equipment.
- ☐ Support periodic asset verification exercises.

Requirements:

- ☐ **Education:** Graduate in Procurement, Logistics, Supply Chain Management, Business Administration, or related fields.
- ☐ **Skills:**
 - Basic understanding of procurement and logistics processes.
 - Excellent organizational and multitasking abilities.
 - Proficient in Microsoft Excel, Word, and Outlook.
 - Strong attention to detail and accuracy.
 - Integrity and ability to maintain confidentiality.
- ☐ **Desirable:**
 - Familiarity with procurement in an NGO or donor-funded environment.
 - Interest in humanitarian or development work.

- Willing to abide by the IAIDI code of conduct

Learning Opportunities:

- Practical exposure to NGO procurement, inventory, and fleet management systems.
- Understanding donor compliance, procurement thresholds, and documentation standards.
- Mentorship and real-time learning with experienced operations professionals.

Method of Application

Interested candidates should send their applications to the **email:** recruitment@iaidi.org

- CV and Cover Letter: A detailed cover letter outlining your interest in the position, relevant experience, and how you meet the qualifications.
- The dateline for application is **10th June 2026 by 5:00pm**

Please include “**Procurement and Logistics Officer- Volunteer- Makurdi**” in the subject line of your email.

Equal Opportunity and Diversity Statement:

IAIDI is an equal opportunity employer. We are committed to building a diverse and inclusive team that reflects the communities we serve. Women, persons with disabilities, and individuals from underrepresented groups are **strongly encouraged to apply**. We celebrate diversity and are committed to creating an inclusive environment for all employees and interns