

Job Announcement: Accounts and Logistics Coordinator – Creche Initiative

Organization: Youth for Social Development (YSD)
Location: Padmapur Block, Rayagada District, Odisha
Employment Type: Full-time
Reporting to: Project/Program Coordinator

About Youth for Social Development (YSD)

Youth for Social Development (YSD) is a development organization working with duty bearers and rights holders to enhance the quality of life of marginalized rural and urban communities in Odisha. YSD works across sectors including child rights, health, education, nutrition, governance, water and sanitation, climate resilience, youth empowerment, and sustainable livelihoods. Through research, advocacy, community mobilization, and institutional strengthening, YSD promotes equitable access to services and opportunities for vulnerable populations.

Position Overview

YSD is seeking a committed, organized, and detail-oriented **Accounts and Logistics Coordinator** for the **Creche Initiative** in Padmapur Block, Rayagada District, Odisha, supported by the Azim Premji Foundation.

The Accounts and Logistics Coordinator will play a critical role in ensuring the smooth functioning of creche operations through efficient procurement, inventory management, vendor coordination, logistics planning, accounting support, documentation, and timely financial processing. The position will be responsible for ensuring the availability of quality materials and supplies across all creche centers while maintaining proper financial records and compliance with organizational policies.

Key Responsibilities

A. Pre-Setup Phase

- Develop a thorough understanding of organizational policies and procedures related to procurement, logistics, inventory, and financial management.
- Support logistical arrangements for team orientation, training programs, and project startup activities.
- Familiarize oneself with creche infrastructure and material requirements through field visits and exposure to operational centers.

B. Setup Phase

- Identify and coordinate with vendors for procurement of furniture, groceries, toys, educational materials, anthropometric equipment, safety materials, electricity, solar systems, gas connections, and other project requirements.
- Support field teams in arranging resources required for setting up creche centers.
- Ensure timely procurement and distribution of all materials required for creche operations and office setup.
- Collect, verify, and maintain quotations, bills, invoices, vouchers, and procurement records.
- Support travel advance and reimbursement processes for project staff.
- Facilitate logistical arrangements for creche inaugurations and community events.
- Prepare vouchers, enter financial transactions into Tally, and maintain documentation required for payment processing.

C. Operational Phase

- Collect and consolidate material requisitions from Supervisors and field teams regularly.
- Process procurement requests and coordinate timely purchase and delivery of groceries and operational supplies.
- Conduct periodic checks on quality, quantity, and utilization of materials supplied to creches.
- Ensure timely monthly delivery of materials and supplies to all centers.
- Visit creches during delivery periods to verify stock quality, quantity, and compliance with specifications.
- Coordinate with finance and administration teams for timely vendor payments and financial settlements.
- Monitor stock utilization, consumption patterns, and inventory balances to support planning and decision-making.
- Ensure timely supply of eggs, groceries, and other nutritional items as per approved schedules.
- Monitor storage practices, FIFO (First In, First Out) compliance, and expiration dates of consumable items.
- Maintain procurement, logistics, inventory, and financial records systematically.
- Ensure timely availability of funds for caregivers and supervisors for local procurement of vegetables and essential items.
- Prepare vouchers, enter transactions into Tally, and maintain all supporting documents for payment releases and audits.
- Maintain inventory and asset registers of the field office and creche centers, ensuring proper record-keeping, tracking, and accountability of all organizational resources.

Qualifications, Experience & Skills

Educational Qualification

- Graduate in any discipline, preferably Commerce, Accounting, Finance, Business Administration, or related fields.

- Basic understanding of computer applications and proficiency in MS Office, particularly MS Excel.
- Working knowledge of Tally or other accounting software will be preferred.

Professional Experience

- Minimum **3 years of relevant experience** in logistics management, procurement, vendor management, inventory management, accounts, administration, or office operations.
- Experience working in development organizations, community-based programs, or field operations will be an added advantage.

Skills & Competencies

- Strong organizational and coordination skills.
- Knowledge of procurement processes, vendor management, and inventory control.
- Ability to maintain accurate financial and logistical records.
- Proficiency in MS Excel, data entry, documentation, and reporting.
- Knowledge of accounting procedures and voucher management.
- Attention to detail and ability to work within deadlines.
- Strong communication and interpersonal skills.
- Willingness to travel regularly to project locations.

Other Considerations

- Candidates preferably from Padmapur Block, Rayagada District, or nearby areas will be given preference.
- Working proficiency in the local language and basic English is desirable.
- Commitment to accountability, transparency, and efficient resource management.

Remuneration & Benefits

- Competitive compensation based on qualifications and experience.
- Travel and field allowances as per organizational policy.
- Provident Fund and statutory benefits as applicable.
- Professional development opportunities.
- Opportunity to contribute to a transformative child development initiative in tribal communities.

How to Apply

Interested candidates are requested to complete the Google Application Form using the link provided below and upload their updated CV as part of the application process.

Application Form Link : <https://forms.gle/Ak6AtkyxiH4T8qJN7>

Last Date for Application : **15 June, 2026**

Only shortlisted candidates will be contacted for the next stage of the selection process. Please do not send applications via email or make phone inquiries regarding the status of your application. **Expected Date of Joining:** Immediate, preferably on or before **1 July 2026**.

Join YSD

Become part of a passionate team dedicated to strengthening early childhood care, nutrition, and development outcomes for vulnerable children and families across Odisha. At YSD, you will have the opportunity to contribute to meaningful and sustainable change in tribal communities.