

External/Internal Advert

Oxfam GB is an international non-governmental organisation with a mission of working with others to alleviate poverty, suffering and distress. Oxfam GB has been working in South Sudan since 1983. Oxfam GB concentrates on three primary sectors - Public Health, Livelihoods and Coordination of Emergency Preparedness and Response, underpinned by crosscutting activities within peace building and Gender. Oxfam GB carries out programmes in these three sectors in two ways – through long term presence, working through partners/community and rapid hit and run emergency programmes.

**Position:** Logistics Officer  
**Location:** Malakal  
**Grade & Level:** D Zone 2  
**Contract Type:** Fixed Term  
**No. Of post:** 1

#### KEY RESPONSIBILITIES:

- To follow up all pending programme supplies with the Logistics team in Juba and ensure they are delivered at the right time.
- To implement and monitor logistics systems, in accordance with Oxfam GB policies and procedures.
- To establish and maintain good contacts with suppliers, government offices, UN agencies and other NGOs with regards to logistical matters.
- Plan and liaise with the programme staff in the management of supplies used in the implementation of the programme. This includes compiling weekly and monthly programme needs and arranging for the required purchases to be done locally as well as outside the country.
- Make weekly transport arrangements for inter-field movements and local runs in close consultation with other staff members (this includes the movements of staff, visitors cargo and partners/consultants).
- To regulate the use of vehicles and communication equipments
- To liaise closely with Finance officer in relation to all procurement matters.
- Establish domestic arrangements for suitable accommodation, travel arrangements etc. for the field teams,
- Establish and maintain vehicle fleet management routines, including the management of drivers and supervising and planning vehicle allocation in order to optimally serve the needs of the programme.
- To ensure the vehicles are properly and regularly maintained paying close attention to the type of spare parts used.
- To provide support and ensuring proper installation and functioning of all communications systems in all the three bases. To ensure that field teams in satellite/camping sites have adequate communication equipments..
- Maintaining records and submitting monthly reports as appropriate for all the aspects of the programme detailed above and submit the same to the line Manager and to the Logistics Coordinator

- Training and mentoring the logistics assistant and cam admin assistant on the proper warehouse procedures. Ensure up to date store records are properly kept and professionalism observed.
- To maintain and update programme asset's register) including location, condition, value, storage etc.).
- Take lead in security Co-ordination, attending security meetings with relevant authorities, in liaison with SRRC representatives and other NGOs, -reporting accordingly to the programme Manager.
- Collect information and report on any insecurity situation to the programme manager.
- Conduct security briefings as soon as any insecurity information arises in the bases.
- Ensure there updated evacuation plans for all the bases and takes lead during evacuations by giving directions to the rest of the staff.
- Conduct frequent Radio checks and briefings with the other bases.

#### **SKILLS AND COMPETENCE:**

- Possess a Degree in Business Administration and management, relevant training in accounting and Logistics procedures and systems.
- Knowledge and experience of service provision and purpose of logistics systems as a support function.
- Diplomacy tact and negotiating skills.
- Team working skills
- Practical experience in working HF and VHF radios.



#### **Ability/Skills**

- Strong organizational and planning skills
- Ability to keep accurate records
- Excellent communication skills including spoken and written English: ability to keep teams up to the date with relevant information and produce timely reports.
- Ability to work to deadlines in a relatively harsh environment with basic living conditions.
- Initiative, flexibility and willingness to work extra hours or spend period of time in the field.
- Driving license and experience
- Team player
- Good computer skills.

#### **Experience:**

- Significant work experience in logistics, including communications systems and warehousing preferably with an international non-governmental organization.

#### **Desirable experience**

- Record keeping, administration and numeric skills.
- Financial management ability.
- Personnel management experience.
- Experience working in the greater Upper Nile region

NB: This position is open to south Sudanese Nationals Only, and female candidates are strongly encouraged to apply. **Only short listed candidate will be contacted.**

Deadline for submission of applications is 19 October 2017. Interested Applicants should send soft copies of their CVs and Cover letters to [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk) or drop hard copies of their CVs to Oxfam Office in Juba opposite Dr. John Garang International School or Oxfam office in Malakal POC.

