



## External Advert

Oxfam is an international non-governmental organisation with a mission of working with others to alleviate poverty and injustice. Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via eleven area offices in nine former states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal.

**Position: Roving Logistics Manager**  
**Location: Juba-(Roving)**  
**Grade & Level: CZ2 National**  
**Contract Type: Fixed Term**  
**Number of post: 1**

### **DIMENSIONS:**

- Managing/ supervising resources within defined boundaries, which include people and assets.
- Providing professional advice to Programme managers on areas of work covered in their remit.
- Influences the development of strategy and supports operational implementation.
- Develops solutions to diverse and complex problems within organizational policy.
- Interprets and applies operational and specialist information in a variety of formats from a variety of sources.
- Flexibility to anticipate and resolve challenges within corporate or divisional parameters, with moderate scope.
- Contribute to and influence operational planning.
- Influence managers, staff and volunteers in Oxfam and develop effective networks with external bodies.
- Ensure Health and Safety procedures are followed at specific sites and report on status of infrastructure in the field locations.
- Roving in field locations at least 80% of your time to ensure maximum support to the field locations.
- Continue to support security risks assessment and support the development of appropriate security plans in a complex and fast changing environment

**BUDGET RESPONSIBILITY:** None

**KEY RESPONSIBILITIES:**



### **Logistics Coordination**

- Assess and analyze logistics issues in various field bases including needs of the current Programme and in new emergency situations with or on behalf of other staff, including all managers and follow through on recommendations made.
- Work together with Programme managers at field level on logistics planning, and development of supply plans. Review and ensure final supply plans are uploaded in Box. Regular review and updating of information should be done and changes uploaded in BOX
- Contribute to the Programme and overall logistic budget and monitoring processes to ensure that logistics needs are factored into programme planning realistically.
- Take responsibility of advising the Country Logistics Coordinator for the overall structure of the logistics team in each field base, including job profiles and assist with the recruitment and induction of new Programme logistics staff.
- Support field teams in achieving and maintaining minimum standards in Programme logistics work (One Oxfam Ways Of Working).
- Train and mentor field logistics team to develop skills necessary to assure effective support to the programme.
- Submit reports and findings of every field visited and highlight recommendations to the Country Logistics Coordinator.

### **Logistic System and Procedures Management**

- Maintain an overview of Oxfam policy, systems and procedures relevant to Programme logistics in field bases with Programme Project Managers.
- Under the supervision of the Country Logistics Coordinator, work with the procurement team in Juba to ensure that all field bases procurement, are well organized, processed on time and delivered efficiently to the respective field base stakeholders.
- Ensure that logistics-related donor conditionality is met across the Programme by conducting regular spot-checks in all field bases to validate the processes, identify and report on gaps and recommendations.
- With the support of the Helios National Focal Point, ensure that Helios is implemented in all Programme field bases location, and to make sure that all the logistics and programmes staff are trained in the usage of Helios.
- Ensure that appropriate stock management are in place in all field locations and foresee that and updated and accurate monthly stock report is submitted. Ensure that quarterly stock reconciliation is conducted and reported for all the field locations.
- Ensure and monitor appropriate data entry into Terramar Tracpoint system. Ensure that all data are collected on time and put into the Tracpoint system and the appropriate staff are well trained and are effectively using the system.

- Work closely with the fleet department to ensure service and condition of the country fleet is up to date and all relevant reports produced monthly.
- Take lead in asset management by ensuring the asset register in all locations is up to date, assets verification is conducted twice per year. Work with the country logistics Coordinator in ensuring that assets due for disposal in all locations are disposed according to policy and donor guidelines.
- Ensure and monitor appropriate asset register, warehousing, and tendering process in field bases and foresee that an updated asset register is included in reporting from all field bases.
- Ensure that all field locations submit their monthly reports including the narrative reports. Review and upload in box and report to the Country Logistics Coordinator on any issues that require attention and escalation.
- Update the risk register and report any potential risks in field locations as identified to the country Logistics coordinator for further action.
- Ensure the implementation of actions in support of Oxfam values and policy, including gender and diversity mainstreaming.

#### **Security**

- Monitor and advice on security situation and, together with the Project managers, support appropriate actions to be undertaken in the field in relation to changes in the security environment.
- Work in close collaboration with the Programme Team, Project Managers, and Country Logistics Manager to monitor and ensure that appropriate physical means are in place to ensure safety/evacuation of staff in their respective duty stations in collaboration with the Country Safety and Security Advisor.

#### **People Matrix Management**

- Contribute to the monitoring of the capacities of all Programme logistics staff in South Sudan. This will be achieved through mentoring and supervision and also through other learning forums and methodologies.
- Support Project Managers in Performance management of logistics staff according to Oxfam's performance management system. Assist in the Matrix management line to set objectives, develop capacity and evaluate performance.

## **SKILLS AND COMPETENCIES:**

### **Essential**

- A Professional degree in Logistics, Supply Chain Management or equivalent.
- At least five years practical field operations experience in logistics management with an international NGO in emergency.
- Demonstrable experience in managing as well as supporting/mentoring staff
- Proven experience in establishing and implementing logistics/procurement systems, warehouse and fleet management.
- Good understanding of working with donor requirements (ECHO, DFID, etc.) and prior experience of monitoring/managing budgets.
- Proven experience in security management – including developing and implementing security policy/protocol
- Excellent organizational, problem-solving and negotiation skills. The ability to remain calm whilst deal with conflicting priorities/work under pressure is essential.
- The ability to take the initiative and work independently as well work as a team player – supporting other departments is essential
- Excellent interpersonal and communication skills (written and verbal English) and the ability to write clear, concise reports.
- Commitment to Oxfam's overall aims and policies and experience of promoting gender equity and diversity and the interests of marginalized people in all aspects of Oxfam's work

Able to work in remote logistically challenging operations

### **Desirable**

Prior experience in working in WASH and Food distribution.

Previous experience in South Sudan.

Basic working knowledge of Arabic language.

### **Oxfam behavior competencies:**

Organization to work effectively

Adaptable and flexible

Taking charge

Supporting others

Critical information gathering

Initiative

**Deadline for submission of applications is 02 October 2022. Interested Applicants should send soft copies of their CVs and Cover letters to [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk)**



**NB: This position is open to all South Sudanese Nationals and women are strongly encouraged to apply.**

*Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of vetting checks.*