

Together we can beat poverty for good. Will you join us?

LOGISTICS OFFICER

PROGRAMMES

Closing Date: TBC

Vacancy Type: Fixed term

Vacancy Reference: TBC

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our [values](#) are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.



Shaping a stronger Oxfam for people living in poverty.

ABOUT OXFAM

Oxfam is a global community who believe poverty isn't inevitable. It's an injustice that can be overcome. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

Oxfam GB is a member of the international confederation [Oxfam](#).

Oxfam has been working in South Sudan since 1983, devoted to empowering people against poverty. In 2015 the organisation consolidated its efforts to meet the needs of the most vulnerable and has reached over 1.2 million people across South Sudan with life-saving sustainable assistance. The Oxfam Humanitarian and Development programme currently operates through 12 field bases in the former Jonglei State (5 bases), Unity State, Upper Nile State, Western Bahr El Ghazal State, Lakes State, Central Equatoria State, Eastern Equatoria State, and Upper Nile State.

OUR TEAM

the logistics function in South Sudan is composed of Officers and Assistants deployed in different field locations to support operations. The field teams work hand in hand with the Juba logistics team and get direct support from the Roving Logistics Manager and the Country Logistics Coordinator.

JOB PURPOSE

The purpose of this role is to perform a varied range of tasks to deliver an efficient cost-effective and quality service

WHAT THE RECRUITING MANAGER HAS TO SAY ABOUT THE ROLE?

The post holder will be required to provide support to the Akobo field office in matters procurement, fleet management, Asset management and warehousing. the officer will be working hand in hand with the Logistics Assistant and reports to the Area programme manager.

This is a key Role in ensuring that all programme activities are supported and delivered in time and in compliance with Oxfam policies and laid down procedures.

CORE DETAILS

Location: Akobo, South Sudan

Salary: Competitive salary package

Internal Grade: DZ2 National

Division International **Job Family:** Property & Logistics

Contract type: Fixed Term.

Hours of work:



40 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage

This role reports to: Area Programme Manager

Staff reporting to this post: Logistics Assistant

Annual budget for the post:

Key relationships/interactions: OXFAM South Sudan Area Programme Manager, Country Logistics Coordinator, Director of Business Support, Country Director

Screening checks: All successful candidates will be screened through [Refinitiv World-Check One](#) to comply with counter terrorism and financial sanctions regulations.

References: Should you be successful and not already employed by Oxfam GB, we will require minimum of two references covering five years of employment history.

DBS checks (for roles based in the UK):

It is a requirement in the UK for a new DBS check at enhanced level for every new member of staff who works directly with, or has regular contact with, children or vulnerable adults in the UK (consistent with DBS guidance and relevant law).

KEY RESPONSIBILITIES

Dimensions include:

- Manages people, assets, budgets, projects or processes.
- Monitors performance of team or external contacts and gives advice / guidance to managers in a specialist area.
- Objectives are set within well-defined limits although some adaptation on day-to-day issues may be required.
- Problems may vary but solutions can be defined from previous experience with judgement being required to choose and apply the most appropriate solution.
- Regular communication is normally with their immediate manager but some posts require a broad range of communication (including negotiation) internally and externally.
- Ensure Health and Safety procedures are followed at specific sites.

KEY RESPONSIBILITIES

General

- To be responsible for day to day administration of all logistics processes including purchasing, warehousing, assets and communications, and fleet management.
- To supervise, support and performance manage all logistics personnel working under his/her responsibility if any.
- Implement and monitor logistics policies and systems, in accordance with Oxfam policies and procedures and donor requirements.
- Be responsible for any other logistics needs that may arise from programme supported by the country office as agreed with the Logistics Coordinator.
- Act as the Helios Focal point for the field.
- Carry out any other duties as delegated by the Logistics Coordinator

Procurement

- Work closely with the programme manager to develop supply plans at the beginning of every grant and share the final approved copy with the country team and support its proactive follow up and implementation.
- Maintain the field requisition tracker capturing all request orders raised for easy follow up.
- Report bi-monthly on all logistics activities to the Logistics Coordinator by running HELIOS reports, fleet reports, Asset reports and the monthly narrative.
- To organise the procurement of all supplies and service needs as requested by Oxfam field office in a timely and cost-effective manner and according to Oxfam Policy on procurement and keeping in mind any donor requirements on procurement.

- To check and ensure that all documentation and evidence of procurement process and trail is always maintained in both hard and soft copies in Box.
- Keep track of all internal Purchase orders sent to Juba for processing and report to the team on status on a weekly basis.
- To check and verify that all quotes, tenders, bids and related documents in line with Oxfam policy and procedure.
- From time to time under the guidance of the Country Logistics Coordinator, you will be required to support the base from Juba by supporting on volumes of procurements forwarded for processing.
- To liaise directly with the Country Logistics Coordinator on any logistics/procurement matters that may be current.
- To effectively implement all information/data system necessary for the sound and transparent management of procurement.
- To ensure that contracts are negotiated according to Oxfam policies and are presented in an agreed format for authorization.
- To organise the timely payment of all goods and services rendered, in coordination with budget holders and the finance department.
- Ensure that all contractual and transactional records relating to logistics activities are kept for the required period as per the Logistics, Purchasing and Supply Manual.
- To keep staff adequately informed of the logistics development related to their programmes, including sharing the procurement tracking sheet and requisition tracker bi-monthly.
- As delegated by the Logistics Coordinator, establish linkages both external and internal to foster cost effective and efficient logistics support to the field office.
- Participate in capacity building team colleagues on logistics procedures and guidelines.

Ensure transparency, value for money in all procurement activities at all times

Warehousing

- Participate in warehouse quarterly and annual stock reconciliations.
- Ensure the warehouse is well managed by supporting the Logistics Assistant in performing his/her roles.
- Ensure that programmes are requesting out all materials delivered to the field by raising stock requests in Helios.
- Report on stock balances on a monthly basis and movement plans to avoid dumping.

Assets

- Ensure that assets are managed as per Oxfam standard procedures.
- Record all asset movements and share the updated asset register on a monthly basis
- Report on damaged/lost assets and file the incident reports for future reference.
- Report on assets due for disposal and work closely with the assets officer to initiate the process.
- Conduct asset verification quarterly every year and report to the country logistics Coordinator.

Fleet management

- File records for all journeys and log sheets submitted by drivers

- Share the weekly fleet status report with the fleet department for review and support
- Update the monthly fleet reports in Tracpoint and share with the fleet Officer monthly.
- Report on any repair needs for vehicles and generators and keep a log of when they are due for service.
- Manage the fuel delivered to the base and report on the consumption on a monthly basis.
- Take charge of the base generators by ensuring they are checked every morning and changeover times well managed.
- Manage drivers and coordinate daily movements ensuring they adhere to the guidelines in place

Systems management


- Acting as a focal point for Helios in the field location
- Updating information in Tracpoint for fleet specific transactions

SKILLS AND COMPETENCE:

- Relevant degree and or professional qualifications in Logistics e.g. supply chain management.
 - Experience in working in remote locations in emergency operations.
 - Competency in use of Microsoft office packages including word, power point and excel.
 - Technically competent in all Logistics related areas.
 - Demonstrates appropriate written and verbal communication skills.

Other

- Ability to work on own initiative & under pressure and to meet deadlines
- High level of integrity
- Interaction with ERP related systems
- Ability to work effectively in a culturally diverse organisation
- Willingness to travel in all locations in South Sudan.

PERSON SPECIFICATION	How this will be assessed? ¹			
 Note to candidates: Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct here .	Shortlisting	Interview	Presentation	Other <please specify>
Key Organisational Attributes				
Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.		x		
Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.		x		
Commitment to undertake Oxfam's safeguarding training and adherence of relevant policies to ensure all people who come into contact with Oxfam are as safe as possible		x		
Organisational Values				
Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions		x		
Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen		x		

¹ Whilst we make every effort to indicate how the candidates will be assessed against a criterion, this is subject to change and may be influenced by the quality of applications. Page 7 of 11

Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences		x		
Oxfam Leadership Competencies <ol style="list-style-type: none"> 1. Focus on overall impact of work rather on only department area of operations. 2. Getting more familiar with the complex systems and environment. 3. Working more and more with teams. 4. Understanding and getting familiar with the cross function's linkage and coordination. 	Shortlisting	Interview	Presentation	Other <please specify>
<ul style="list-style-type: none"> • Strategic thinking: Focus on wider system and feed learnings to wider programme 		x		
<ul style="list-style-type: none"> • Strengthening the system: Focus on wider system and feed learnings to wider programme 		x		
<ul style="list-style-type: none"> • Solution Oriented: Solutions to functions problems/challenges support to overall country programs. 		x		
Essential - Experience, Knowledge, Qualifications & Competencies				
<ul style="list-style-type: none"> • Minimum of 10 years of HR/OD Management experience in a leadership position in an international setting with a proven track record and a degree level education (from a recognized university) in a relevant subject. 	x			
<ul style="list-style-type: none"> • Experience of leading and managing conflict resolution. 	x			
<ul style="list-style-type: none"> • Experience of developing and managing budgets. 	x		x	
<ul style="list-style-type: none"> • Ability to reflect and effect a gender and diversity sensitive human resources policy. 		x		
<ul style="list-style-type: none"> • Able to function in high pressure situations while maintaining emotional control. 		x		
<ul style="list-style-type: none"> • Good written and spoken English 		x	x	

• Standard keyboard skills with knowledge of Microsoft suite	x			
• Ability to work cooperatively in a cross-cultural setting, fast-paced and difficult emergency context		x		
Desirable				
• Able to influence and inspire confidence using professional knowledge and expertise		x		
• Understanding of trends and developments in the relevant field		x		
• Proven experience in working in Humanitarian context	x			
• Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.		x		
• Experience of developing and working with HR Information Systems	x			

HOW TO FIND OUT MORE ABOUT US

- Find out more about our pay & benefits [here](#). Get a feel of what it is like to work at Oxfam [here](#).
- Look at our 'How to apply' section for helpful tips [here](#).
- Technical glitch? If you have any issues when submitting your application, please contact recruitmentteam@oxfam.org.uk
- We are unable to accept prospective applications, but you can sign up for our job alerts [here](#)
- External applicants: <https://jobs.oxfam.org.uk>, Internal applicants: <https://jobs.oxfam.org.uk/internal>
- Find out about everything we do [here](#).

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Oxfam GB is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.

OXFAM LEADERSHIP COMPETENCY FRAMEWORK - For your information only.

Please use criteria in the 'Person Specification' section to demonstrate your suitability for the role.

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization. We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
Listening	We are good listeners who can see where deeper levels of thought and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.