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Approved
AID
3/15/23

OXFAM
Thong Ping Area
Opp John Garang
International School
P. O. Box 239 Juba
South Sudan

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 ten states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal.

Position: Logistics Intern
Location: Juba
Grade & Level:
Contract Type: Fixed Term
Number of post: 1

KEY RESPONSIBILITIES:

Fleet management

- Be responsible for receipting and issuing of fuel and updating fuel records
- To be able to do weekly and monthly fuel usage report.
- Ensuring refueling of vehicles and generator in time in liaison with the Fleet Manager
- Manage vehicle bookings in consultation with Fleet manager.

Warehouse management

- Ensure that the warehouses are well arranged, kept clean and items clearly marked for ease of identification and verification.
- Ensure that only authorized personnel access the warehouses and that they should be securely locked whenever there are no activities.
- Receipt and Dispatch of goods in the warehouse
- Update the staff of items as soon as they are received into the warehouse.
- Receive and Dispatch goods in the warehouse
- Ensure all waybills and delivery notes are duly signed and returned on time.
- Upon receipt of any item, thoroughly examine / inspect to ensure it confirms to what is in the delivery note and note any discrepancies

- Undertake any other responsibilities as may be assigned.
- Undertake close supervision and monitoring of casuals/loaders within the warehouse premises.
- Produce weekly and monthly stock reports.

Procurement

- Preparing purchase orders for ordering merchandise and supplies.
- Issue invitation-to-bid forms and send them to the suppliers.
- The intern to assist in comparing prices as well as comparing expected delivery dates
- Communication with suppliers regarding the status of delivery dates for orders
- Capturing Requisition orders as they are received.
- Act as the secretary to the tender committees

Asset Management

- Asset Verification
- Recording and Tagging of Assets
- Consolidate country asset register

Managing movement of assets

SKILLS AND COMPETENCE:

- Possess a relevant a Degree in Purchasing and Supply Management, Logistics Management.
- An understanding of requirements of a rapid response emergency operation.
- Knowledge and experience of service provision and purpose of logistics systems as a support function.

Ability/Skills

- Strong organizational, planning skills, interpersonal 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 and under pressures whilst giving attention to details.
- Initiative, flexibility and willingness to work extra hours or spend period of time in the field.
- Team player
- Good computer skills.

Academic Qualification

- Graduate with a degree in Logistics & Supply chain management



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- Diploma in purchasing and supply may be considered
 - Professional qualification from the Chartered Institute of purchasing and supply (CIPS)

Deadline for submission of applications is 19 June 2023. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk or drop hard copies of their CVs to Oxfam Office in Juba opposite Dr. John Garang International School.

NB: This position is open to only South Sudanese women.

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

