

JOB PROFILE

JOB TITLE: Logistics Intern	
DEPARTMENT: PROPERTY & LOGISTICS	LOCATION: Juba – South Sudan
GRADE: LEVEL	
Purpose of the Job To provide logistical support to Oxfam programme in Juba	
REPORTING LINES: Reports directly to the Logistics officers/Assistant Staff reporting to him/Her- None	
Dimensions <ul style="list-style-type: none"> • Carry out tasks within guidelines laid down by managers / supervisor. • Tasks are usually routine but will require the use of initiative and/or basic planning. • Responsible for the proper use of equipment by others. • Required to gather and give information to supervisors, managers and occasionally members of the public. • Impact wider than own team/processes. • Contributes to improvements in processes 	
KEY RESPONSIBILITIES: Fleet management <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ▪ 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:

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