



External Advert

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like saving lives, governance and peace building, education, land rights and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

The Role

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 seven 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. It also works in partnership with several national organisations and community groups.

Position: Logistics Officer (Commodity Tracking)

Location: Juba

Grade & Level: D2 National

Contract Type: Fixed Term

Number of post: 1

Duration of Contract:

KEY RESPONSIBILITIES:

Leadership and Management

- Lead in implementation of Oxfam minimum standard in warehousing and commodity tracking

- Actively support Oxfam team in commodity tracking, stock reporting and data integrity in assigned areas

Work in coordination with other programme staff

- Review all Commodity Reports at the country level.
 - Ensure that the Commodity Reports are accurate and reliable for completion of the monthly stock reports; including food distribution reports.
 - Work with the Warehouse Officer to supervise and provide training for all other commodity staff especially warehouse Assistants at field level.
 - Responsible for data integrity. Prepare accurate and reliable statistical analysis as required by the management.
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- Plan for spot checks in all warehouses to review the physical inventory, stacking, ledger books and stack cards.
 - Prepare dispatch plans and advise warehouse staff on appropriate procedures for dispatching food.
 - Liaise with WFP logistics unit on monthly stock consolidation
 - Maintain a clear and complete paper trail for all the commodity transactions from WFP and Oxfam warehouses to distribution points.
 - Maintain a clear accounting and documentation process for each shipment and maintain the shipment files.

Skills and Competences:

- A University level qualification in Business, Logistics, Accounting or Statistics. Some knowledge of warehousing, transport, shipping and practical freight forwarding is an added advantage.
- Qualification from the Chartered Institute of Purchasing and Supply (CIPS) level 4 and above is an added advantage.
- Computer savvy and well versed with Microsoft office
- Experience preferably within an NGO environment handling of food commodities and Commodity tracking / Warehousing is an asset.

- Knowledge of major donor regulations pertaining to Commodities accountability and reporting
- Fluent written and spoken English

Deadline for submission of applications is 01 April 2020. 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.

NB. Female candidates 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. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. 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 screening checks.

Note: All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.