



## External Advert

Oxfam GB is an international non-governmental organisation with a mission of working with others to alleviate poverty, suffering and distress. Oxfam GB 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, Unity, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el Ghazal, and Northern Bahr el Ghazal.

**Position: Logistics Officer**  
**Location: Juba**  
**Grade & Level: D Zone 2**  
**Contract Type: Fixed Term**  
**Number of post: 1**

## KEY RESPONSIBILITIES:

### General

- To be responsible for day to day administration of all logistics processes including purchasing, warehousing, assets and communications, and transport.
- 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.
- Carry out any other duties as delegated by the Logistics Coordinator

### Procurement

- Report bi-monthly on all logistics activities to the Logistics Coordinator by running HELIOS reports.
- To organise the procurement of all supplies and service needs as requested by Oxfam 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 maintained at all times in both hard and soft copies.
- To check and verify that all quotes, tenders, bids and related documents in line with Oxfam policy and procedure.
- To draft for approval by Logistics Coordinator, all tender adverts and necessary placement ensuring high quality and accuracy and to provide secretarial support to the Oxfam tender committees.
- To produce supply plans in liaison with Programme managers and support its proactive follow up and implementation
- 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 of Oxfam and update the payment tracking sheet online.
- Manage international procurements, clearance and exemption processes for incoming international cargo.
- 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 country programme.
- Participate in capacity building team colleagues on logistics procedures and guidelines.
- Ensure transparency, value for money in all procurement activities at all times.
- Participate in warehouse quarterly and annual stock reconciliation.

## **SKILLS AND COMPETENCE:**

### **Essential**

- Relevant degree or diploma and or professional qualifications in Logistics e.g. supply chain management.
- Experience in handling local and offshore supply, transport management, including clearance and tariff regimes.
- 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.

### **OTHERS**

- 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.

**NB: This position is open to south Sudanese Nationals Only, and female candidates are strongly encouraged to apply.**

**Only short listed candidate will be contacted.**

**Deadline for submission of applications is 30 July 2019. Interested Applicants should send soft copies of their CVs and Cover letters to [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk) or drop hard copies of their CVs to Oxfam Office in Juba.**