



External Advert

Oxfam is an international non-governmental organisation with a mission of working with others to alleviate poverty, suffering and distress.

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, Unity, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el Ghazal, and Northern Bahr el Ghazal.

Position: Warehouse Supervisor
Location: Juba
Grade & Level: D Zone 2 National
Contract Type: Fixed Term
Number of post: 01

Key Responsibilities:

- Organize the delivery and dispatch of all supplies as requested by Oxfam GB in a timely and cost effective manner and according to Oxfam Policy on procurement, and keeping in mind any donor requirements on procurement.
- Pack and label all the consignments ready for dispatch.
- Receive goods and equipment from authorized origins upon receipt of authorized documents.
- Liaise with the Procurement Team to receive international cargo via road, airfreight and charters.
- Maintains excellent contacts with customs authorities, trucking companies, warehouse management and other related 3rd party suppliers.
- Coordinate with the Procurement Officer on deliveries to be made and follow up on any outstanding deliveries from suppliers.
- Assist and support to all necessary custom clearing processes including tax exemptions and road/air clearance as per GOSS laws and procedures.
- Work closely with the Logistics Cluster by submitting SRFs, liaising with field locations once they are registered and coordinate dispatch and receipt in the field including providing timely updates to Logistics cluster on weather and security situation for all locations being supported.
- Take lead in booking of cargo with UNHAS and submitting all relevant paperwork for payment processing.

- Coordinate and communicate with field offices whenever dispatches are made and queries are raised.
- Ensure timely submission of invoices and GRNs of all goods delivered in coordination with procurement officers and the finance department.
- Compile and record invoices, delivery notes, GRN and other receipt documents and submit them to facilitate payment processing.
- Systematically file supporting documents, stock requests, GRNs, purchase orders and waybills.
- Follow up on sent waybills to ensure that deliveries are confirmed (GRN) in all field locations.
- Perform quarterly asset and stock reconciliations, tag assets and stocks as per Oxfam GB policies and procedures across all field locations. Report any discrepancies to the Management and ensure the final documents are signed off and uploaded in Box.
- Conduct monthly stock takes of the items kept in the stores and prepare stock reconciliation reports.
- Prepare monthly stock reports in HELIOS and share with line manager and budget holders and ensure the reports are uploaded in Box.
- Take lead in disposal of obsolete/expired stocks working closely with logisticians in all bases and seek approval and file reports.
- Prepare input for Key Performance Indicators.
- Ensures that all stocks and assets are properly stored and that BIN cards are up to date; proper and transparent recording of all movements in/out of the warehouse.
- Roving to the field locations and support in ensuring warehouse systems are in place and all warehouses have active bin cards and proper filing in place.
- Ensures that the Oxfam GB warehouse is tidy and clean at all times.
- Take overall responsibility of the stocks held by ensuring they are secure and report any gaps/risks to the Country Logistics Coordinator for action.
- To effectively manage and supervise warehouse assistants and casual labourers hired by Oxfam.
- To manage staff under his/her supervision according to performance management principles and in line with Oxfam's performance management procedures.
- Supervise casuals during off loading and loading - prepare relevant paperwork to ensure payment of casual staff.
- Contribute in recruitment of warehouse assistants and casual labourers.
- To advise on revision of job descriptions of warehouse assistants and short-term contracts for casual labourers as required.
- Willingness to travel to project sites in country for technical advice, support and training.
- Take up any additional responsibilities assigned by the line manager.



SKILLS AND COMPETENCE:

Essential:

- Degree in Logistics/supply chain management and Supply or equivalent qualification plus mentioned experience. Professional certificates desired.
- At least three years' experience in logistics with a minimum two years managing warehouse operations within an NGO or International Organisation.
- Proven experience and knowledge of operational logistics & supply chain, policies & procedures
- Experience of working in emergencies or chronic conflict environment. South Sudan experience would be an added advantage
- Proven ability to communicate effectively both internally and externally, both orally and in writing
- Initiative and active problem-solving skills
- Proven training and capacity building experience
- Proficiency in the use of computers (Excel and Word)
- Strong ability to pay attention to detail
- Good organisational and planning skills
- Good command of English in word and writing
- Good reporting skills

NB: Female candidates are strongly encouraged to apply.

Only shortlisted candidate will be contacted.

Deadline for submission of applications is 07 March 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.

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.

