



## 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 field offices in South Sudan. (It also works in partnership with several national organisations and community groups.

**Position: Logistic Officer**  
**Reports to: Area Programme Manager**  
**Location: Pibor -South Sudan**  
**Grade & Level: D2**  
**Contract Type: Fixed Term**  
**Number of post: 1**

### KEY RESPONSIBILITIES:

Dimensions include:

- Manages people, assets, budgets, projects or processes.
- Monitors performance of team or external contacts and gives advice / guidance to managers in a specialist area.

- Objectives are set within well-defined limits although some adaptation on day-to-day issues may be required.
- Problems may vary but solutions can be defined from previous experience with judgement being required to choose and apply the most appropriate solution.
- Regular communication is normally with their immediate manager but some posts require a broad range of communication (including negotiation) internally and externally.
- Ensure Health and Safety procedures are followed at specific sites.

## KEY RESPONSIBILITIES

### General

- To be responsible for day to day administration of all logistics processes including purchasing, warehousing, assets and communications, and fleet management.
- 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.
- Act as the Helios Focal point for the field.
- Carry out any other duties as delegated by the Logistics Coordinator



### Procurement

- Work closely with the programme manager to develop supply plans at the beginning of every grant and share the final approved copy with the country team and support its proactive follow up and implementation.
- Maintain the field requisition tracker capturing all request orders raised for easy follow up.
- Report bi-monthly on all logistics activities to the Logistics Coordinator by running HELIOS reports, fleet reports, Asset reports and the monthly narrative.
- To organise the procurement of all supplies and service needs as requested by Oxfam field office 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 always maintained in both hard and soft copies in Box.
- Keep track of all internal Purchase orders sent to Juba for processing and report to the team on status on a weekly basis.
- To check and verify that all quotes, tenders, bids and related documents in line with Oxfam policy and procedure.

- From time to time under the guidance of the Country Logistics Coordinator, you will be required to support the base from Juba by supporting on volumes of procurements forwarded for processing.
  - 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.
  - 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 field office.
  - Participate in capacity building team colleagues on logistics procedures and guidelines.
- Ensure transparency, value for money in all procurement activities at all times

### Warehousing

- Participate in warehouse quarterly and annual stock reconciliations.
- Ensure the warehouse is well managed by supporting the Logistics Assistant in performing his/her roles.
- Ensure that programmes are requesting out all materials delivered to the field by raising stock requests in Helios.
- Report on stock balances on a monthly basis and movement plans to avoid dumping.

### Assets

- Ensure that assets are managed as per Oxfam standard procedures.
- Record all asset movements and share the updated asset register on a monthly basis
- Report on damaged/lost assets and file the incident reports for future reference.
- Report on assets due for disposal and work closely with the assets officer to initiate the process.
- Conduct asset verification quarterly every year and report to the country logistics Coordinator.

### Fleet management

- File records for all journeys and log sheets submitted by drivers
- Share the weekly fleet status report with the fleet department for review and support
- **Update the monthly fleet reports in Tracpoint and share with the fleet Officer monthly.**



- Report on any repair needs for vehicles and generators and keep a log of when they are due for service.
- Manage the fuel delivered to the base and report on the consumption on a monthly basis.
- Take charge of the base generators by ensuring they are checked every morning and changeover times well managed.
- Manage drivers and coordinate daily movements ensuring they adhere to the guidelines in place

#### Systems management

- Acting as a focal point for Helios in the field location
- Updating information in Tracpoint for fleet specific transactions

#### SKILLS AND COMPETENCIES

- Relevant degree and or professional qualifications in Logistics e.g. supply chain management.
  - Experience in working in remote locations in emergency operations.
  - 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.

#### Other

- Ability to work on own initiative & under pressure and to meet deadline
- 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.



**Deadline for submission of applications is 03<sup>rd</sup> January 2024. Interested Applicants should send soft copies of their CVs and Cover letters to [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk) or send hard copies to Oxfam Office Pibor.**

**NB: Female candidates are strongly encouraged to apply and applicants who have already applied need not to re-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.*