



External Advert

Oxfam is an international non-governmental organisation with a mission of working with others to alleviate poverty and injustice. 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 nine former states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal.

Position: Logistics & Procurement Officer
Location: Juba
Grade & Level: DZ2 National
Contract Type: Fixed Term
Number of post: 1

DIMENSIONS:

- 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.

BUDGET RESPONSIBILITY: None

KEY RESPONSIBILITIES:

Procurement

- Audit all requisitions and feedback to requesters regarding accuracy and processing status.
- Coordinate all local and international purchases to ensure compliance to policy and international customs regulations.
- Identify new sources of procurement in a proactive manner or according to specific requests by comparing the country database with the regional database to identify the most cost effective purchasing routes to meet programmes needs on time and to specified quality

Approved
[Signature]



- Ensure that complete requisitions are addressed within 24 hours (forward to other supply centres, request for quote etc).
- Coordinate communication with the field and regional office, providing technical advice on supply policies.
- Actively participate in collaborative planning sessions with programmes by inputting on supply plans submitted by confirming the specifications, estimated price, source of supply and lead-times. This should then be uploaded in Box.
- Follow through purchasing schedules and ensure that the correct procedures are applied in the purchase of the goods and services and proper documentation trail is maintained.
- Ensure a constantly updated procurement tracking sheet; report to stakeholders on a weekly basis.
- Source for quotations, compile Comparative Bid Analysis, and award to successful suppliers as per laid down procedures. Seek relevant approvals where necessary.
- Undertake tender process for purchases that meet threshold and ensure that all tender documents are properly filed for future audits.
- Prepare & send POs to suppliers and get acknowledgement of receipt and confirmation on delivery dates. Co-ordinate cash purchases from supplier premises as required.
- Participate fully in procurement of consultancy services and play a key role in ensuring procurement procedures are followed and award is informed by the deliverables in the technical TORs submitted.
- Provide feedback to unsuccessful bidders citing reasons and areas of improvement.
- Prepare and follow up on all IPOs submitted to the regional office and to the Humanitarian Procurement Centre (HPC).
- Liaise with warehouse officer for the issue of GRNs upon receipt of delivery notes.
- Process invoices as and when received by submitting all relevant documents to Finance department and ensuring the payment tracker is updated.
- Draft contracts and follow up on approvals, update the contract tracker and prompt the Country Logistics Coordinator on key contracts that are due for renewal.
- Follow up sent waybills with the consignee in country to ensure that deliveries are confirmed (GRN).
- Participate in supplier qualification exercise and map suppliers according to their specialization.
- Carry out procurement related filing (both manual and electronic). Ensure the files are well labelled for easy retrieval of information.
- Ensure that organization assets are procured, registered and managed in an effective way.
- Ensure that documents are scanned and stored in the Logistics folder in Box.
- To effectively manage and supervise Logistics interns.
- To manage staff under his/her supervision according to performance management principles and in line with Oxfam's performance management procedures.
- Contribute in recruitment of Logistics assistant/Interns; advise and contribute to relevant job description.
- Regularly travel to project sites in country for technical support, gap filling and training of logs staff in the field.
- Versatile and Should be well versed with all functions within the Logistics department including Warehousing, Procurement, Asset Management, and Fleet management as one can be deployed to any for support when required.
- Participate in team meetings and update the Country Logistics coordinator on challenges and areas of support required to effectively perform his/her role.
- Take up any additional responsibilities assigned by the Country Logistics Coordinator.

Import/Export Handling

- Imports: Receiving customs shipping documents and forwarding to clearing agent for processing.
- Imports: Coordinate all tax exemptions and other required legal processes.
- Imports: Pro-actively advise clearing agent on Oxfam's position on duties & taxes for individual shipments.
- Imports: Day-to-day communication with clearing agent/freight forwarder on status of shipments.
- Exports: Coordinate with the warehouse officer to prepare import/export customs documents (gift certificate, packing list, commercial invoice).
- Exports: Organising deliveries to the warehouse for onward shipping to destination.
- Exports: Organise for Insurance as required.
- Export: RFQ to the transporter if shipping by road (if not using the freight forwarder), analyse bids & award to the transporter.
- Exports: Update information in procurement tracking sheet.

Contract and Supplier Management

- Manage contracts for common items & services as directed by the Country Logistics Manager.
- Manage all contracts for supplies and services to ensure continuation in the supply chain.
- Sending of award and rejection letters.
- Checking out legal requirements and negotiations for office purchase.
- Under the guidance of the Country Logistics Manager, analysing external markets and keeping a list of dealers and maintaining network with external stakeholders. Reviewing vendors and service providers periodically for cost effectiveness and quality.
- Manage supplier selection ensuring that suppliers are selected taking into account both businesses requirements-quality, cost, delivery etc, and ethical standards including account business ethics (specifically prevention of fraud), labour and other human rights standards, and environmental standards.
- Lead on the evaluation and negotiation of payments and credit terms for all new and existing suppliers.

Creditors reconciliation

- Manage supplier relations and reconcile account when the payment terms spelled in the P.O have changed e.g. due to part supply of goods or other valid reasons.
- Manage the chain of custody of all supplier documents is clear and consistent to ensure that supplier documents are not misplaced or lost and also easy tracing of the same when need be (for example leases especially where houses have changed ownership, office service charge).
- Ensure quick follow up of payments for supplies/services to manage accruals and cash flow effectively
- Compile invoices, delivery notes, GRN and other receipt documents and submit them to facilitate invoice processing for purchases.
- Re-log all payments that have been returned by finance.

Reporting

- Weekly status updates of orders for the whole country (procurement tracking sheet).
- Prepare and submit monthly procurement expenditure and narrative report.
- Prepare input for Key Performance Indicators.