

JOB TITLE: Logistician

DIVISION / DEPARTMENT / LOCATION: KASULU and KIBONDO

JOB FAMILY: Property and Logistics

SALARY:

LEVEL: D2

OXFAM PURPOSE: To work with others to find lasting solutions to poverty and suffering

TEAM PURPOSE: Ensure Logistics support services to facilitate effective programme implementation

JOB PURPOSE: To provide logistics support for Oxfam programme in Kasulu/Kibondo , through: proper implementation and management of Oxfam GB's logistics and supply processes and procedures and also perform a varied range of tasks to deliver an efficient cost-effective and quality service.

REPORTING LINES:

Post holder reports to: Logistics Manager

Staff reporting to this post: Procurement Assistant and Drivers

BUDGET RESPONSIBILITY: No budget responsibility

DIMENSIONS:

- Manages people, fleet, assets, projects materials, procedures and 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 done through immediate manager but some posts require a broad range of communication (including negotiation) internally and externally.

KEY RESPONSIBILITIES:

General

- Providing support and information on areas of work covered in their remit.
- Implement Oxfam policies and procedures in relation to purchase.
- Day to day planning in line with departmental priorities.
- Establish and maintain good contact with other organisations in relation to the areas covered in your remit.
- Provide appropriate support to logistics personnel within your team.
- Report as per manager's requirements on all activities.
- Support to other team functions as and when necessary
- Flexibility to anticipate and resolve challenges within the operational context.
- Influence and contribute to the functional and operational planning.
- Close liaison with the Nairobi Office.
- To provide specialist support to all logistics and programme personnel working for Oxfam.
- To work together with programme teams formulating procurement plans.
- To conduct activities according to Oxfam logistics, purchase and supply policy.
- To establish and maintain good contacts with suppliers, UN agencies and other NGOs on logistics purchasing related matters.
- To ensure Supplier and Contractor Relationship Management including all related documentation is maintained throughout.
- To ensure that appropriate documentation has the relevant authorisation before carrying out any procurement or purchase.
- Ensure visibility to programme on all procurements and costing.
- Capacity building of relevant logistics related staff.
- To perform any other duties reasonably requested of you by your line manager.

Procurement:

- To carry out procurements in Kasulu/Kibondo and where items are not locally available make requisitions through the Dar office.
- To carry out procurement of items based on authorised requisitions, in line with Oxfam GB procedures.

- To conduct full tender processes gather quotations and be accountable for ensuring such processes are conducted according donor and Oxfam policies.
- To liaise closely with the Programme Manager, Logistics Manager, the Logistics Officer (Warehouse and Distribution), programme teams in Kasulu/Kibondo and Dar office on all procurements.
- To ensure continued good relations with suppliers, that Supplier Relationship Management is maintained at all times and that Service Level Agreements are accurately monitored and reported on.
- To maintain the electronic requisition tracking and keep up to date lists of suppliers and accurate prices and costing of all items. Ensure regular checks are carried out on price comparisons and that those materials/items costs are monitored effectively.
- Ensure visibility of information (RQ Tracking, Supplier Database, Cost Database) by providing electronic updates to key programme staff on a regular basis.
- Ensure best quality/value solutions are sought for all procured items.
- To ensure that suppliers provide proper documentation for goods and services provided to Oxfam.
- To keep proper records of expenditures and be responsible for financial transactions carried out.
- To ensure that all transactions are carried out in a transparent, fair and accountable manner.
- To ensure that your activities are carried out according to Oxfam logistics, purchasing and supply policy.

Transport /communication

- Liaise with the Team Leaders (TLs) regarding weekly preparation of movement plans to assist in determining the fleet needs.
- Work closely with the Logistics Assistant regarding daily vehicle movements and preparation of monthly reports.
- To manage and monitor fuel consumption in line with Oxfam policy.
- Keep track of all vehicle statutory requirements so as to conform with the government vehicle use and transport requirements.

Personnel

- To supervise logistics staff as well as capacity build partner logistics staff
- To provide support and training to the logistic teams in the Kasulu/Kibondo when necessary.
- To provide management support, to agree and achieve appropriate objectives, to monitor team and individual performance against set objectives, and to participate in the development of work plans for the Logistics team under your supervision.

Administration

- To ensure that the Oxfam logistics systems, procedures and working practices are adhered to.
- Assume responsibilities if the Logistics Manager is not around and also gap fill for Log Officer Warehouse in the field if necessary.
- To ensure that the proper administrative procedures and standards are followed in order to close the supply chain loop i.e. requisition follow-up, purchasing, stock keeping and dispatch, payments are done in line with OGB's mandate.

Staff Supervision

- Supervise the Procurement Assistant according to Oxfam minimum standards.
- Train and coach staff on related issues.

Reports

- Ensure monthly and weekly reports are submitted in timely manner to the Logistics Manager.

SKILLS AND COMPETENCE:

- Relevant degree or diploma and or professional qualifications in Logistics e.g. Procurement and supply Chain Management.
- Minimum 3 years logistics/purchasing experience
- Minimum 3 years working experience within a humanitarian and/or development context.
- Diplomacy, tact and negotiating skills.
- Team-working skills.
- Flexibility under pressure and in response to changing needs.
- Attention to detail and excellent numeric skills.
- Minimum 2 years working experience in fleet management
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- Good written and spoken English.
- Ability to keep clear and concise records.

OTHER:

- Uphold Oxfam Values at all times.
- Proactive and risk mitigation drive.
- Self-confidence, maturity & ability to co-operate with a wide variety of people
- Personal commitment to working as reliable, honest, & trustworthy member of a team. Ability to work effectively in a culturally diverse organisation.

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