

# WAREHOUSE OFFICER

***Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.***



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<b>Annual Salary and Benefits</b>	- As per the salary scale
<b>Internal Job Grade</b>	- D2
<b>Contract type</b>	- Fixed Term
<b>Reporting to</b>	- Logistics Coordinator
<b>Staff reporting directly to this post</b>	None
<b>Key relationships/interactions</b>	- Internal/External
<b>Location</b>	- Kibondo

**Shaping a stronger Oxfam for people living in poverty.**

### **Department Purpose**

To work with others to find lasting solutions to poverty and suffering

### **Team Purpose**

Ensure Warehousing & Logistics support services to facilitate effective programme implementation

### **Job Purpose**

Perform a varied range of tasks in warehousing to deliver an efficient cost-effective and quality service

### **Job Responsibilities**

#### **Technical**

- To be responsible for day to day warehouse activities and collaboratively work with Program and support teams,
- To supervise warehouse personnel, daily labour and security guard.
- Implement and monitor warehouse system, 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 office as agreed with the Line Manager.
- Carry out any other duties as delegated by the Logistics Manager.

#### **Warehousing**

- Ensure receipt of national & international cargo from DAR/ Region/Oxford and ensure its reaches the intended destination timely.
- Implement and Maintain transparent documentation records in an organised and accessible manner.
- Ensure stock delivery/receiving regularly and effective record keeping and proper documentation.
- Collect issued purchase order (PO) from logistics officer and follow up with supplier for delivery schedule.
- Update BIN card regularly according to way bill and stock request.
- Ensure LIFO and FIFO are maintaining.
- Ensure materials are kept on a pallets and proper vitalisation for human consumable items.
- Submit weekly and monthly stock report and stock reconciliation report to line manager.



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- Ensure safety and security equipment and first aid box are in place and refill first aid box as and when require.
- Ensure Standard Warehouse Operating Procedure (SOPs), initiatives and project relating to contract compliance and management.
- Maintain good working relation with multimode transport company, labour leader, Donor Agencies, NGOs to run the daily activities smoothly.
- Receive material request from all departments and ensure timely supply of requested materials.
- Ensure sufficient stock levels are available to meet the program requirement.
- Ensure effective record keeping, reporting and carried out all correspondence in connection to finance, audit & another department.
- Ensure monthly physical reconciliations are made together with the monthly Transit Stock reports before submitting to the Logistics Manager
- Prepare casual labour payment sheet and attendance sheet timely.
- Prepare security guard duty roster in monthly basis.
- Ensure safety and security for casual labour and head loader in the warehouse.
- Ensure casual labour payment weekly/fortnightly basis in collaboration with Finance.

### **Additional duties on required basis**

#### ***Procurement***

- Ensure timely procurement and delivery to the program.
- Ensure that quality and quantity of supply purchased are according to Oxfam expectation.
- Follow up the with supplier until final delivery and bill payment
- Ensure the quality of the materials at delivery stage.
- Update price list form commonly used items.
- Update procurement tracking sheet and circulate to all staff in weekly/monthly basis.
- To keep staff adequately informed of the logistics development related to their programmes, including SR status reports

#### ***Fleet Management***

- Through effective management of the Logistics Team establish and maintain vehicle fleet management/radio procedure routines
- Ensure regular daily contact with field bases for security monitoring purposes.
- Ensure the vehicles are maintained in optimum condition and used cost-effectively.
- Manage fuel consumption of fleet by approval of fuel issue coupons.
- Ensure generation of and action on monthly vehicle management report.

#### ***Reporting to Logistics Manager***

- A monthly detailed vehicle management for programmes.
- A monthly requisition status on procurement.

#### **Other**

- Eager and required to adhere to Oxfam's principles and values ([click here](#)) as well as the promotion of gender justice and women's rights ([click here](#)).
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

#### ***Job Requirements***

##### **Essential**

- Demonstrated efficacy in supply chain management, including a proven ability to influence, collaborate with and support management and programme-based colleagues in the effective overall delivery of projects.

## Job Description Template

- Excellent analytical, motivational, communication and planning skills, demonstrating an ability to use evidence to influence, together with effective self-management in prioritisation and time management.
- Team working skills with diplomacy and negotiating skills essential. Demonstrated ability to work effectively and sensitively within different value systems and cultures
- Flexibility under pressure and in response to changing needs.
- Attention to detail, excellent numeracy and computer skills.
- Good written and spoken English and an ability to keep clear and concise records.
- Demonstrated experience of integrating gender and diversity into programmes.
- Self-reliant with a willingness to work in an isolated area with poor services and limited social outlets.

### Desirable

#### Education:

- A degree / Diploma or/ and professional qualification in warehousing management or equivalent in related field.

#### Experience:

- Extensive experience (minimum of 3 years) in warehousing and logistics implementation, preferably with an INGO.

#### Key Attributes:

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

#### Organisational Values:

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

**Key Behavioral Competencies**  
(based on Oxfam's Leadership Model)

Competencies	Description
<b>Decisiveness</b>	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
<b>Influencing</b>	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
<b>Humility</b>	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
<b>Relationship Building</b>	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
<b>Listening</b>	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear and consider different preferences.
<b>Mutual Accountability</b>	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
<b>Agility, Complexity, and Ambiguity</b>	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
<b>Systems Thinking</b>	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
<b>Strategic Thinking and Judgment</b>	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
<b>Vision Setting</b>	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
<b>Self-Awareness</b>	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
<b>Enabling</b>	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support.

