

Together we can beat poverty for good. Will you join us?

# LOGISTICS ASSISTANT - ADEN

## LOGISTICS-BUSINESS SUPPORT

**Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. 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.**

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

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



## ABOUT OXFAM

Oxfam is a global community who believe poverty isn't inevitable. It's an injustice that can be overcome. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good. Oxfam GB is a member of the international confederation [Oxfam](#).

## OUR TEAM

The Country Management Team in country is responsible for strategic leadership of programming in country, bringing together the programmes in country. The logistics team is responsible to provide quality logistics management support to Oxfam's Yemen around £30million of programming across the programme locations with conflicts and difficult to access. Managing the logistics function in the central office and in the field offices.

Working with other members of the logistics team, the role will assist in ensuring the implementation of efficient logistical support systems for Oxfam in Yemen. The Logistics Team is responsible for ensuring efficiency and effectiveness in delivery of Oxfam's operations in Yemen through management of the Oxfam logistics processes and procedures.

## JOB PURPOSE

To assist in providing of quality procurement and logistics support to all operations in related offices, including emergency response programmes, resilience and development programmes. The role of the procurement and Logistics assistant is to assist on provision of support of Oxfam's Supply processes and procedures through ways of working, training, and ongoing communication and collaboration with Logistics Manager, Business support manager, Country Management Team, Programme, and Support staff. This role assistant to provides procurement support for Oxfam's "One Program" approach including humanitarian, development, and campaign & advocacy. One of the primary objectives of this post is to build capacity and capability through effective mentoring of the procurement/logistics staff reporting to this role, including communication and training to partner organisations staff.

## WHAT THE RECRUITING MANAGER HAS TO SAY ABOUT THE ROLE?

The Logistics assistant assist to provide effective and efficient support to logistics for all projects, processes, advisory services, and teams. The logistics assistant assists the teams in developing procurement plan, strategies and targets. The logistics assistant helps in the process of developing **OXFAM Aden Office** procurements plans. The procurement and logistics assistant also to assist to ensure that Oxfam and donor policies, procedures and guidelines in are complied, related to procurements and Logs matters. The logistics assistant to assist in developing solutions to diverse and complex procurement problems within organisational policy. The logistics assistant assist to works with information in a variety processes which may relate to issues across the organisation.

## CORE DETAILS

**Location:** Aden office, with some travel to field locations upon request

**Salary:**

**Internal Grade:** E1N

**Division** Logistics-Business Support      **Job Family:** Business Support/Logistics

**Contract type:** Fixed Term

**Hours of work:**



40 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage

**This role reports to:** Senior Logistics Officer, Aden

**Staff reporting to this post:** Not applicable

**Annual budget for the post:** Not applicable

**Key relationships/interactions:** All Logistics staff of field offices, Logistic Manager Aden, Programme Manager, Country Logistics Manager, Business Support Manager, and Programme Staff

**Screening checks:** All successful candidates will be screened through [Refinitiv World-Check One](#) to comply with counter terrorism and financial sanctions regulations.

**References:** Should you be successful and not already employed by Oxfam GB, we will require minimum of two references covering five years of employment history.

**DBS checks (for roles based in the UK):** Not Applicable

It is a requirement in the UK for a new DBS check at enhanced level for every new member of staff who works directly with, or has regular contact with, children or vulnerable adults in the UK (consistent with DBS guidance and relevant law).

## DIMENSIONS

Maintain and manage the development of improvements to the department's services, procedures and systems. Some limited line management or supervision of level E/F employees and volunteers. Draws from a variety of information sources to inform individual and group decisions.

Solving problems of a varied nature and resolving day-to-day problems without upward referral. Impact of this role is significant within the department and may have wider, organisational impact.

At Oxfam, our job profiles provide a guide to what might be expected in the role. Along with our strategy, the job profile is used to help to shape specific goals for employees. Employees are supported to deliver these goals and they are annually assessed against them as part of the Oxfam performance review process. This job profile is not incorporated into the employment contract.

## KEY RESPONSIBILITIES

### **Procurement Support and Assistance– 25%**

- Assists in maintaining an efficient Request Orders tracking system.
- To keep records of and maintain contacts with suppliers and local repair/maintenance shops, and to conduct price comparisons among them, in order to get the best deals.
- Assists in ensuring procurement activities in Oxfam are carried out in accordance with the Logistics, Purchasing and Supply Procedures Manual and in accordance with local laws
- Maintains a database of suppliers, equipment and specifications and to share this information with the Logistics and Programme staff.
- Prepares payment requests and submit to Finance and liaises closely with finance in order to understand fully the payment process and timing
- Assists in following-up all pending purchases and related issues.
- Provides support in preparing and submitting weekly procurement reports as requested.
- Supports the Senior Logistics Officer in maintaining complete and comprehensive procurement paper trail for Audit purposes
- Assists staff on online systems transactions as per request
- Does any other tasks reasonably assigned by and agreed with the line manager or designated person.

### **Fleet Assistance and Support: - 25%**

- Supports the Sr. Logistics Officer in planning the vehicle allocation in order to optimally serve the needs of the programme.
- Assists the Sr. Logistics Officer in ensuring rented vehicles providers are adhering to Oxfam contractual terms in relation to insurance documentation, servicing/maintenance schedules and safety and driving regulations.
- Provides support in ensuring proper systems are in place for maintenance/servicing of the generators to ensure optimum operation
- Supports the logistics staff in maintenance of an efficient fuel purchasing and replenishment systems.
- Assists the Sr. Logistics Officer in preparing necessary reports on fleet management, fleet allocation, utilization and expenses.

### **Warehouse and Assets Assistance and Support: - 25%**

- Maintains the BIN Card (all in and out) of the store with proper documentations and recorded/maintained in the system.
- Drafts the monthly warehouse report.
- Facilitates the physical verification of the warehouses and stock on regular basis
- Records and tags all assets in the office and guesthouse.
- Assists in physical verification of assets in Aden Office.

### **General departmental Administration - 24%:**

- Supports in ensuring Oxfam procurement systems, procedures and working practices are adhered to and in harmony with all other departments.
- Maintains the proper archiving, filing and storing system and to keep all the procurement records safe and retained as per the compliance requirement of donors.
- Be part on various procurement committee from time to time and propose solutions on procurement matters to the procurement committee members.
- To attend staff meeting and other related meeting where logs inputs are necessary.
- Follow the Code of conduct at all times and report any misconduct as per HR procedures.
- Adhere to all applicable SoPs, rules and regulations, and report any non-compliances when observed.


**Security -- 1%:**

- To follow all SoPs of Security and safety.
- To work closely with relevant staff to ensure that all Oxfam staff adhere to the security protocols
- To report any security misconduct and security accidents, as per SoPs.

**Your commitment to Oxfam**

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

## PERSON SPECIFICATION

 **Note to candidates:** Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct [here](#).

- Achieving Results: Organisation to Work Effectively; Drive to Achieve Results; Tenacity; Decision Making; Initiative
- Self Management: Managing Emotions; Self Awareness; Adaptable & Flexible; Respect for Others
- Leading Others: Motivating Others; Developing Others; Delegation; Taking Charge; Facilitating Change
- Thinking & Understanding: Organisational Awareness; Knowledge Management; Analytical Thinking; Critical Information Gathering
- Working Effectively With Others: Following; Supporting Others; Interpersonal Awareness; Communications; Influencing Others

### Key Organisational 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 undertake Oxfam's safeguarding training and adherence of relevant 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

|  | Shortlisting | Interview | Presentation | Other<please specify) |
|--|--------------|-----------|--------------|-----------------------|
|  |              |           |              |                       |
| Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.  |              | x         |              |                       |
| 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.                                       |              | x         |              |                       |
| Commitment to undertake Oxfam's safeguarding training and adherence of relevant policies to ensure all people who come into contact with Oxfam are as safe as possible   |              | x         |              |                       |
|  |              |           |              |                       |
| <b>Accountability</b> – 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 |              | x         |              |                       |
| <b>Empowerment</b> – 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  |              | x         |              |                       |
| <b>Inclusiveness</b> – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences  |              | x         |              |                       |

| <b>Oxfam Leadership Competencies</b><br>(Note to managers: If you have already covered these through values and attributes, you do not need to complete this section. However, if you would like to include other Leadership competencies please include 2-3.) | Shortlisting | Interview | Presentation | Other <please specify> |
|--|--------------|-----------|--------------|------------------------|
| <i>Specify leadership competencies as relevant to the role e.g. Self-awareness, ideally 2-3 (Note: Please do not ask for multiple leadership competencies in one go)</i>   |              | x         |              |                        |
|  |              |           |              |                        |
| <b>Essential - Experience, Knowledge, Qualifications &amp; Competencies</b><br>(Note to managers: Please include up to max. 5 essential criteria)  |              |           |              |                        |
| <ul style="list-style-type: none"> <li>At least 2 years of working experience in Logistics and/or Procurement preferably in similar organisation.</li> </ul>   | x            | x         |              |                        |
| <ul style="list-style-type: none"> <li>Diploma or University graduate in any course preferably in Logistics, Procurement or material management</li> </ul>   | x            | x         |              |                        |
| <ul style="list-style-type: none"> <li>Computer literate, including word processing, Excel and databases/ spreadsheet use</li> </ul>   | x            | x         |              |                        |
| <ul style="list-style-type: none"> <li>Skills and experience in archiving/filing systems in both hard copies and soft copies which are accessible and experience in doing inventories and tracking system.</li> </ul>  |              | x         |              |                        |
| <ul style="list-style-type: none"> <li>Ability to communicate in Written and oral both in Arabic and English</li> </ul>  |              | x         |              |                        |
| <b>Desirable</b>   |              |           |              |                        |
| <ul style="list-style-type: none"> <li>Experience in working in finance and keeping track/liiquidation of expenses</li> </ul>  |              | x         |              |                        |
| <ul style="list-style-type: none"> <li>Demonstrated experience of integrating gender and diversity into the team</li> </ul>  |              | x         |              |                        |
| <ul style="list-style-type: none"> <li>Working knowledge of PowerPoint presentation</li> </ul>   |              | x         |              |                        |

**FOR INTERNAL USE ONLY:**

- **DIMENSIONS:**

Maintain and manage the development of improvements to the department's services, procedures and systems. Some limited line management or supervision of level F employees and volunteers. Draws from a variety of information sources to inform individual and group decisions. Solving problems of a varied nature and resolving day-to-day problems without upward referral. Impact of this role is significant within the department and may have wider, organisational impact.

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## HOW TO FIND OUT MORE ABOUT US

- Find out more about our pay & benefits [here](#). Get a feel of what it is like to work at Oxfam [here](#).
- Look at our 'How to apply' section for helpful tips [here](#).
- Technical glitch? If you have any issues when submitting your application, please contact [recruitmentteam@oxfam.org.uk](mailto:recruitmentteam@oxfam.org.uk)
- We are unable to accept prospective applications, but you can sign up for our job alerts [here](#)
- External applicants: <https://jobs.oxfam.org.uk>, Internal applicants: <https://jobs.oxfam.org.uk/internal>
- Find out about everything we do [here](#).

## FOLLOW US



**Oxfam GB is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.**

**OXFAM LEADERSHIP COMPETENCY FRAMEWORK** - For your information only.  
Please use criteria in the 'Person Specification' section to demonstrate your suitability for the role.

| 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 thought 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. We give more freedom and demonstrate belief and trust, underpinned with appropriate support. |