

JOB PROFILE

JOB TITLE: Logistics and Admin Manager	
International Division, West Africa Region LOCATION: Freetown, Sierra Leone	JOB FAMILY: Property and Logistics
SALARY: £21,341 - £ 30,406	LEVEL: C2 National Plus
<p>TEAM PURPOSE: To deliver an efficient, cost effective and quality service to ensure that Oxfam can develop and implement its strategic roles.</p> <p>JOB PURPOSE: To lead the Logistics and Administration team in Sierra Leone in the delivery of efficient cost effective and quality logistics and admin services to support programme delivery</p>	
<p>REPORTING LINES:</p> <p>Post holder reports to: Finance and Systems Manager Staff reporting to this post: Logistics Officer, Admin/Facilities Officer</p>	
BUDGET RESPONSIBILITY: Yes	
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Supervise resources within the logistics department which includes people, assets and budgets. • Providing specialist, technical advice to line managers, Programme teams and Senior management on all logistical support needs. • Providing specialist advice to line managers, program Team Leaders and Senior Management. • The role requires the ability to analyse and communicate complex information at several levels to a wide audience, both internal to Oxfam and to external actors. • The role has some well-defined targets, but in a challenging environment great flexibility is required. • The role aims to support the team in meeting minimum standards and is both proactive and reactive. • In-depth knowledge of the principles underlying the key purpose and role is required in order to make decisions affecting the team and which may have impact more widely within the programme. • Ensure gender mainstreaming through programme assessment, planning and implementation. • Having a supporting role to the logistics team in Oxfam in Sierra Leone 	
<p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • To ensure that for the overall management of all logistic and office administration aspects of the Oxfam program follows Oxfam logistic procedures as well as with innovative country-specific procedures where applicable. This will include supervision and monitoring of supplies, stocks and assets in programmes. Furthermore, this will include also the supervision of requisitions, local purchase, clearance, transport, warehousing (including storage and stock control systems), the issuing of supplies, etc. • Contributing to transparency in the budget process in liaison with the finance department and the programme manager so as to ensure timely communication and the dovetailing of programme requirements with any foreseen budgetary constraints; • Collaborate with the programme team in order to ensure that logistics is involved from the 	

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- beginning to the end of project cycle, and key logistics decision making
- The Logistics Manager will supervise all filing and document management within the logistics department and he will ensure it will be done in a systematic, coherent and transparent way so as to meet Oxfam's needs and obligations and donor requirements.
- To input/support the recruitment of logistics staff as well as recruit, instruct and supervise those under direct management.
- To be involved in the setting of objectives for the logistics personnel
- Making assessments of the logistics issues and needs for new emergency situations (airports, trucking fleets, etc.) with or on behalf of other staff, and reporting with recommendations for Oxfam;
- Monitoring the programming and installation of Tracking boxes, HF & VHF radio, landline, and other communications systems as well as training on the use of and establishing communications routines and protocols for programme teams.
- Monitoring the consumption of electricity, water and telephone, and advise on cost effectiveness practices
- In close collaboration with the Finance department, assist in the monitoring of programme expenditure, the transparency of systems and procedures in place and the compliance with order processing requirements of donor contracts.
- To ensure that a proper record of expenditures, receipts, requisitions, purchase order forms, waybills, and all other documents are kept.
- Monitor the asset register, warehousing, tendering process ensuring that an updated asset register submitted to finance monthly for inclusion in the impress.
- Responsible for managing international procurement and keep good communication with regional centre logisticians
- To supervise and monitor vehicle fleet management routines, including the management and further training of drivers;
- To ensure that there is an efficient system in place for the monitoring of fuel purchase and consumption by vehicles and other machines and that the system is scrupulously applied and reviewed.
- To report monthly to the managers and the regional centre on Logistics activities
- To take on other appropriate programme activities as agreed by manager.
- Implement the recommendations of the regional logistics strategy and humanitarian preparedness project
- Work in unison with the HR manager to ensure that Oxfam premises meet Health and safety standards through regular maintenance and repairs
- Act as the focal point for security and provide security briefings for staff and visitors to the programme
- Lead on the implementation of and the training on security guidelines

SKILLS AND COMPETENCE:

Essential

- Qualifications and/or extensive field experience in logistics related skills; purchasing and supply, warehousing, vehicle fleet management and communications team support, security awareness;
- Extensive experience of logistics management preferably in a similar position with an international NGO - or with the UN or other intergovernmental agency.
- A proven record of effective management of people, other resources and processes.
- Well-developed inter-personal skills combined with the ability and desire to further develop local staff members.
- Experience of management/supervisory responsibilities.
- Attention to detail and excellent numeracy
- Diplomacy, tact and communication and negotiation skills.
- Flexible and adaptable.
- Ability to work well under pressure and in response to changing needs.
- Good written and spoken English essential.

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Desirable

- Knowledge of issues relating to emergency response.
- Experience working in an environment in which the security and political situation is volatile in a role which involved security management.
- Financial management ability.
- Analytical skills.
- General practical competencies in vehicle maintenance, and building skills would be an advantage;

This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder.