

SENIOR LOGISTICS OFFICER

POLAND, UKRAINE RESPONSE

***FOR POLISH NATIONALITY ONLY.**
APPLICANTS LIVING IN POLAND SHOULD HAVE THE RIGHT TO WORK IN POLAND*

RECRUITMENT IS URGENT: INTERESTED CANDIDATES ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE AND NOT TO WAIT UNTIL THE CLOSING DATE, AS CVS WILL BE REVIEWED AS THEY ARE SUBMITTED AND INTERVIEWS WILL BE CONDUCTED ON A ROLLING BASIS

JOB DETAILS	
DIVISION: International	TEAM: Global Program
LOCATION: Warsaw, Poland	CONTRACT TYPE: Fixed Term /12 months
GRADE: D1	JOB FAMILY: Property and Logistics
SALARY: -As Per Oxfam Scale	HOURS: 40 Hours
<p>DIVISION PURPOSE: Oxfam is implementing humanitarian programmes in Eastern Poland and is supporting local organizations across Poland who are providing assistance to people fleeing Ukraine, and also to the communities that are hosting and supporting refugees on their journeys.</p> <p>TEAM PURPOSE: Team Purpose - To ensure effective delivery and reporting within Poland programme and to be responsible and accountable for the day-to-day operations</p> <p>JOB PURPOSE: Team Purpose - To ensure effective delivery and reporting within Poland programme and to be responsible and accountable for the day-to-day operations</p>	
POST HOLDER REPORTS TO	Country Lead Poland
JOBS REPORTING TO THIS POST	Logistics Officer
<p>KEY RESPONSIBILITIES</p> <p>General:</p> <ul style="list-style-type: none"> Ensure that logistics and supply (purchasing activities) within the Poland office are carried out according to Oxfam's policies and principles, using standard tools and templates, donor requirements and are in accordance with Polish laws. Recommend and advise on any improvement or changes to these procedures as a means of further strengthening best practice adapted to the local context. Responsible for maintaining good and professional relations and establish good contacts with vendor-suppliers, other humanitarian actors (including UN agencies) and government departments that relate to logistics. Contributing to project planning, in terms of having an appreciation of the constraints and capabilities. To write a monthly logistics report including aspects on fleet, asset tracking, stock inventories, requisition tracking and analysis and share with management. Security focal point for Oxfam's office in Warsaw. <p>Summary of responsibilities:</p> <ul style="list-style-type: none"> Overall management of logistics department Responsibility for processes within department: supplier database, inventory, fleet management etc. 	

- Coordination and management of logistics staff
- Contribute to programme assessments, supply/procurement planning and design.
- Lead on developing and update supplier's database (quarterly)
- Maintain and manage good relationships and contact with local suppliers (programme-related: e.g. WASH services, NFIs etc.) – related contract focal point, related payment requests and requisitions
- Ensure requisitions and requests from the Programme team are followed up (requisition register)
- Support the analysis of bids, quotations and other documents and participate in decision making for procurement.
- Lead on framework agreements (e.g. vehicle rental, hotels, fuel)
- Follow up on the good arrival of shipments and deliveries.
- Support with international import and export when it is required.
- Provide regular communication and reports on the status of logistics activities.
- Work with local partners organizations to support with assessing needs, identifying logistics capacity building needs, and supporting them in the implementation of their activities.
- Support, coordinate and liaise with internal (Logistics Coordinator, Country Lead)

Asset Management

- Maintaining and updating Oxfam assets including the recording of assets; disposal of assets; reporting any asset movement, loss or damage
- Asset Management, including ensuring appropriate storage and maintenance of assets.

Procurement, Storage, and Distribution:

- Ensure the procurement of all supplies and service needs (high and low value transactions) as requested by various programmes are carried out in a timely and cost-effective manner and according to Oxfam Policy on procurement and keeping in mind any donor requirements on procurement.
- Set realistic procurement timelines with program teams, hence allowing S/He to assess market and obtain value for money purchases.
- Coordinate all field deliveries with programme teams according to the volume of needs determined by the programme.
- Effectively implement all information/data system necessary for the sound and transparent tracking and management of goods, including tracking requisitions tracking of movement of supplies and goods received and dispatched.
- Ensure that supplies/goods/works contracts are presented in an agreed Oxfam GB format for authorization and that all contract records are well kept/filed (in both soft – on “O” drive, Box and hard copies).
- Ensure the timely payment of all goods and services rendered, in coordination with budget holders and the finance department.
- Weekly and monthly reporting to direct line manager on procurement tracking of all requisitions according to agreed deadlines and formats, Vehicle Report, as well as the field office monthly Status Report.
- Keep proper record of all expenditures, receipts, requisitions, purchase order forms, waybills and other documents.

Vehicle and Fleet Management

- Oversee fleet management, vehicle checks including logging, onboard equipment, tools and documents and regular service due dates.
- Ensure good maintenance of the vehicles and keep them in optimum condition and used cost-effectively.
- Ensure proper management of fuel consumption of fleet through regular vehicle fuel consumption analyses and reporting to Line Manager.
- Ensure proper management of vehicles (deployments) through regular vehicle deployment and mileage (KM) report analyses – and in case of significant variance, ask concerned driver(s) to explain and or report to Line Manager.
- Ensure vehicle misuse is promptly reported to direct line manager if any misuse is identified.

Admin Duties

Flight booking for staff movement local and international.
Hotel booking for staff and visitors.
Payment preparation
Management of cleaners and apartment maintenance
Facility management
Utility management
Any other admin support that may be required

Security

- When required, provide input and feedback on revisions to the Welcome Pack and Security management plan from the perspective of Poland/Warsaw.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam GB needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY and EMPOWERMENT** (read more about these [here](#)).
- Ensure you commit to our **ORGANISATIONAL ATTRIBUTES** (including adhering to [the Code of Conduct](#)):

<p>1. Be committed to our feminist principles, and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."</p>	<p>2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.</p>
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Experience, Knowledge & Competencies

- Awareness of and demonstrated commitment to Oxfam's values, mission and work.
- Good administrative and organisational skills, working to deadlines and at short notice
- A good working knowledge of MS Office is needed, especially MS Excel
- Experience using reporting tools to enable the interpretation and presentation of data to identify positive and negative trends.
- Effective written and verbal communication skills in English and Polish; Ukrainian or Russian is an asset
- Proven experience working in a similar role.
- Full, clean driving licence.
- Proven ability to manage resources and deadlines with minimum supervision.
- High level of initiative and Proactive in anticipating problems and promoting the function
- Good communication and interpersonal skills, good team player and builder
- Strong organizational and planning skills, detail oriented with ability to produce accurate work under tight deadlines.
- Ability to work and communicate effectively with others to ensure compliance with Oxfam policies and procedures.
- Ability to work effectively in a culturally diverse organization.
- Ability to learn/adapt to a fast-changing environment and numerous, conflicting job requirements.

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.

Desirable

- Good understanding of the key development and humanitarian issues in the region.
- English, Ukrainian or Russian language would be an asset.

Safer recruitment: All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks). You can find out what [this means here](#).