



# OXFAM

## VACANCY ANNOUNCEMENT

Oxfam is a global movement of people working together to end the injustice of poverty. That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

In Uganda, our program is anchored on three broad themes deliberately focused on Women's Rights: Governance and Accountability, Resilient Livelihoods and Humanitarian Preparedness and Response.

All our work is led by three core values: Empowerment, Accountability, and Inclusiveness. To read more about our values please click [here](#)

***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.***

**Note:** All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.

### The Roles:

Oxfam is looking for competent persons to join our dynamic, innovative and committed team in the above positions:

#### 1. ADMINISTRATION ASSISTANT – KAMPALA (NATIONAL, FIXED TERM)

The Administration Assistant reports to the Administration Officer and in this role acts as the face of Oxfam in Uganda by

professionally managing the Front Office. S/he maintains a neat front desk area, courteously attends to internal & external clients, manages incoming & outgoing calls, coordinates both national & international travel (flights, airport transfers and accommodation bookings) and generally provides efficient administrative support to the country programme and management of the Kampala office.

#### Skills and experience:

A Bachelors' degree in Office and Information Management/ Science or other relevant field, at least 2 years' experience in a similar position in an NGO setting. Must be proficient in, both spoken and written English with good communication and interpersonal skills, customer care and computer literate. Ability to demonstrate sensitivity to cultural differences, openness and willingness to learn about the application of gender, women's rights, and diversity for all aspects of our work and Commitment to Oxfam's safeguarding policies.

#### 2. LOGISTICS OFFICER – KYAKA (NATIONAL, FIXED TERM)

The Logistics Officer reports to the Response Manager and is responsible for the overall logistics operations (procurement, fleet and assets) in Kyaka. S/he supervises the drivers & guards; maintains the vehicle fleet in the Kyaka office, handles the leasing and maintenance of office premises, develops and updates property inventory databases and coordinates accommodation and other premises bookings for official events for OXFAM staff and visitors.

#### Skills and experience:

A Bachelor's degree in Procurement and Supply chain management or related field, at least 3 years' experience in management of Logistics, fleet and Warehousing in an NGO setting. Professional qualification courses such as CIPS, CSMP, CILT is an added advantage. Experience in Humanitarian response programmes and working on donor funded projects, knowledge of Bantu languages and Swahili. Ability to demonstrate sensitivity to cultural differences, openness and willingness to learn about the application of gender, women's rights, and diversity for all aspects of our work as well as Commitment to Oxfam's safeguarding policies.

### HOW TO APPLY:

Please **follow the links below** to access the detailed Job Descriptions and submit your application by **23<sup>rd</sup> August, 2019**. Only short-listed candidates will be contacted.

#### Administrative Assistant

[https://performancemanager.successfactors.eu/sf/jobreq?jobId=5177&company=OxfamNovibP&username= Internal \(Staff](https://performancemanager.successfactors.eu/sf/jobreq?jobId=5177&company=OxfamNovibP&username= Internal (Staff)

<https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=5177&company=OxfamNovibP&username= External>

#### Logistics Officer

[https://performancemanager.successfactors.eu/sf/jobreq?jobId=5176&company=OxfamNovibP&username= Internal \(Staff](https://performancemanager.successfactors.eu/sf/jobreq?jobId=5176&company=OxfamNovibP&username= Internal (Staff)

<https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=5176&company=OxfamNovibP&username= External>