

Admin and Logistics Officer

Based in Tunisia

### **Job Description**

**Oxfam’s vision** is a just world without poverty: a world in which people can influence decisions that affect their lives, enjoy their rights, and assume their responsibilities as full citizens of a world in which all human beings are valued and treated equally.

**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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| **Internal Job Grade :** | **D2** |
| **Type of Contract :** | **Full time; 40hrs/week** |
| **Annual Salary & Benefits:** | **Local contract; according to Oxfam salary scale and HR policy & conditions in Tunisia** |
| **Starting Date:** | **Soonest possible** |
| **Reporting to:** | **TBC** |
| **Staff reporting to this position:** | **N/A** |

### **Team purpose**

To support the programs teams and operations teams through ensuring effective and efficient program’ administration and logistics in full compliance with and adherence to Oxfam, national laws and donor requirements.

### **Job Purpose**

### **Key Responsibilities and Accountabilities**

**Program Support, Administration and Logistics**

* Prepare and monitor the administrative processes of the programs, in line with Oxfam procedures and back donor requirements.
* Responsible for the entire process of preparing consultancy and services contracts for programmatic needs and manage all related logistics and support their implementation, deliverables tracking and final closing.
* Prepare, in the framework of the project cycle of Oxfam or requirements of the back donors, documentation and correspondence such as approvals, contracts, and letters of transfer, reminders and letters of rejection.
* Coordinate with all affiliates to ensure the storage of archives of classified/declassified documents are properly in place.
* Ensure sufficient input and update of program and partners details on Oxfam related data outlets; Adobe, Ramon, Yosas, etc., including the launch of counterparts’ information in line with the project cycle system at Oxfam, where and as needed.
* Where involved, provide the program leads with updates on all grants and projects status on the system and facilitate the processes of their completion in all stages (including amendments, updates and closure).
* Actively engage in Project team planning meetings and take note of all relevant tasks and needs.
* Maintain Teams activities, supply plan and travel calendar, coordinate dates and needs with other teams and ensure regular circulation as and where needed.
* Work closely with the teams to map needs, assess risks and develop action and time plans or when required by program lead and monitor and assess implementation of relevant tasks on monthly or quarterly basis.
* Sufficiently compile the project/s and partners main data, online and offline, as per Oxfam and donors’ requirements.
* Engage in planning activities and ensuring their timely implementation in collaboration with the teams.
* Lead, where requested and needed, on launching project/s and partners profiles on the internal online systems.
* Engage in preparing Partner Contracts and Transfers in collaboration with the project teams.
* Where needed, translate program/s and partners’ related documents (French/English), when official translation is not required.
* Actively engage is the recruitment process of Consultants and service providers through following the adequate internal ways of working.
* Contribute to maintaining an UpToDate list of consultants and service providers following concise evaluations.
* Maintain and further develop the program filing system and archive/s; coordinate with the team members and provide support where need to ensure the most sufficient filing and documentation of all program/s related files. Ensure the safety and security of files and archives.
* Coordinate with the operations and Finance team to ensure timely and compliant procurement and payment request process and ensure their sufficient documentation. And where needed, advise and support the program team to ensure that as well.
* Support communication and correspondence related tasks, as needed.

**Other**

* Contribute to creating and maintaining healthy professional relations and atmosphere.
* Perform any additional tasks in support of the country office general administration when as requested by the BSM or the NA Finance and operation manager.
* Act as backup whenever procurement and logistics lead are absent.
* Actively participate in staff meeting and other related meetings as needed.
* Contribute to the induction of new staff members in relevant positions and provide support to help their integration to the team, where needed.

### **Organizational 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.

**Eligible criteria**

* Miniumof 2 years of relevant job responsibilities and work experience in similar jobs, preferably with similar type of organization (national and/or international NGOs).
* An educational certificate in secretarial, administrative or economic direction or a bachelor’s degree in business administration and logistic or similar practical knowledge.
* Ableto speak and work in Arabic, English and French, fluently
* Good working knowledge on procedures, systems and practices in office administration
* Excellent communication and interpersonal skills with a capacity to work in a multicultural environment and proven agility and flexibility.
* Strong interpersonal and service-oriented skills.
* Ability to handle multiple priorities and aptitude to learn quickly and to share learning with colleagues and partners.
* Ability to work in a matrix work environment, to handle multiple priorities and to work under pressure and with tight deadlines.
* Confidence to work alone but to judge when help is needed or there is an opportunity to share learning.
* A team player, who works well in a multi-cultural environment, communicates readily and shares learning with colleagues and partners.
* Commitment to Oxfam’s values and ways of working and to Oxfam's objectives to promote gender equity and diversity and the interests of marginalized people in all aspects of its actions.
* Excellent computer literacy, especially Excel and Advance Excel.
* High level of integrity and accountability.
* Experience in the development sector with local and international NGOs; (desirable)

If you are interested and think you meet the requirements for this position, please send your application (letter of motivation and Curriculum Vitae) in writing and indicating the title " Admin & Log Officer " to the following address <https://jobs.oxfamnovib.nl/job-invite/13814/> by **January 12th, 2025.**

Oxfam is an equal opportunity organization.