**Personal Address**

**Benicio Robertson Obed**

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**C/- OXFAM in Vanuatu**

**P O Box 307**

**Tel; 25786**

**Port Vila,**

**Vanuatu**

**Goals:** To gain new skills, experience and move to a higher level

**Work Experience Details**

**Company OXFAM Australia in Vanuatu Date April 2017 to Current Position Logistics Coordinator**

**Tasks -** Overall responsibility for the management, administration and provision of Logistics

Services. Responsible for regular high level reporting on logistics activities.

- Overall management of the Logistics Staff.

- Formulation and monitoring of the logistics / IT budget including development, implementation and monitoring of expenditure against projects. Support compliance with internal financial accountability requirements.

**-** Asset lifecycle Management, Fleet Management, Procurement Management, Transport and Distribution Management, Travel Management and Warehouse Management.

**-** Coordinate the Logistics Team by providing direction, motivation, support and development; encourage an innovative culture and represent the team at Team Leaders meetings and other forums.

**-** Develop, implement and maintain fit for purpose logistics systems and methodology to manage work, ensuring that system design, procedures and user documentation is maintained

**-** Ensure minimum standards are met for logistics functions including health and safety.

**-** Ensure effective stakeholder engagement by managing relationships and expectations with internal customers and external stakeholders and partners.

- Represent Oxfam in Vanuatu at Logistics Cluster Meetings.

- Manage resources including assets and staff in compliance with local legislation and agency standards.

- Ensuring Oxfam’s gender policy, protection approaches and code of conduct are upheld.

- Responsible for the formulation and monitoring of the logistics budget including development, implementation and monitoring of expenditure against projects

- Support compliance with internal financial accountability requirements

- Overall management of accommodation request for local and international travel.

- Act as Security focal point and ensure all Oxfam staff in Vanuatu comply, are trained and briefed on the organization’s Safety and Security Policy

-Establish good working relationships and liaise on a daily basis with all staff on security/safety related issues. Especially with travel requests to the field.

- Make timely recommendations to the management team on security issues;

- Monitor the correct functioning and physical presence of security relevant communications equipment: mobile phones satellite phones HF/VHFs including battery credit technical check

Registration documentation as needed;

- Gather security data and information from security sources and share with line management and Staff

- Develop and maintain a security database including but not limited to: security incident

Reports an up-to-date record on security incidents locations; up-to-date security incidents maps; clear filling system on security related issues etc;

- Act as primary focal point in close collaboration with the management team in managing the security of Oxfam assets (particularly choosing new premises physical security of premises vehicles safety etc.as needed );

- Monitor all Oxfam movements of project staff including field trips as well as trips outside of

Port Vila (when necessary);

-Coordinate and closely collaborate on security issues with the Management team and provide updates timely.

-Act as IT support Focal point and ensure all Oxfam staff in Vanuatu comply and are briefed on the organizational Technology Services procedures and Guidelines; also:

- Provide IT support to Oxfam staff in Vanuatu and coordinate the provision of external IT

Support when required

- Provide logistics and IT support during local humanitarian responses, as required

Provide guidance to the Finance, Operations Manager and Partner NGO to assist in the development of relevant logistics and IT policies and procedures

* Provide support on Human Resource, Administration, Finance, and Project Proposal, Develop / update Organizational Manual / Procedural Document.

**Company OXFAM Australia in Vanuatu**

**Date April 2016 to Current**

**Position Logistics / Procurement Officer**

**Tasks** *-* Asset Management

- Fleet Management

- Procurement

- Transport and Distribution

- Travel Management

- Warehousing Management

- Other related duties as delegated

**Company OXFAM Australia in Vanuatu**

**Date April 2015 to current**

**Position Logistics Driver**

**Tasks -** Ensure correct loading and unloading of the vehicle considering the maximum loading capacity, proper distribution and securing the load

-Vehicle Cleanliness

-Refuel the vehicle whenever necessary

- Regular check-ups of the assigned vehicle and perform minor repairs if needed

- Report any Vehicle Issue / Accidents

-Ensure necessary documents such as logbooks, repair and service forms, waivers, first aid kits, tools and spare tires are always present in the vehicle.

-Keep driver’s license valid and ready for inspection

-Adhere to the Oxfam in Vanuatu Safe Driving Standards and Protocols

**Company Pacific Solar Company Date: July 2014 to current Position Technician**

**Tasks** - Wiring/Installing Solar Panels in homes and communities

- Set up solar panel before installation

- Primary School’s Electrical system upgrade

- Fixing Invertors

- Marketing & Sales

- Stock Management and Process orders for Customers in a timely manner.

- Doing Basic maintenance of the IT Device (Laptops, Phones & Tablets)

**Company Multy Purpose Company Date: July 2014 to current Position Technician**

**Task** - Pluming work

- Carpentry work

- Electricity wiring

- Mechanical work (maintenance): 2 stroke machines such as Generators, grass cutter, Loan mower, out boat motors.

And 4 stroke machines such as trucks

- Basic IT on Phones, tablets, Radio, DVD decks and Monitors (replace damage parts)

**Company: LC Brisk Shipping**

**Date: December 2013 to June 2014**

**Position: Engineer (Intern)**

**Task -** Servicing Star board engine and board side engine

- Pump out bills

- Maintaining electrical system of the ship

- Maintaining Ship Hygiene & safety and security (cleaning ship and ensure no leakage on the water pipe systems) & get rid of flammable items

- Help Load and off load cargo from the Ship the assigned location

**Company: Auto Smash**

**Date: August 2013 to November 2013**

**Position Mechanic**

**Task** - Panel biting of the vehicle

- Vehicle wiring

- Vehicle Renovation-changed parts and Engine Servicing

- Maintaining hygiene in the garage

**Company: Vanuatu Mobile Force**

**Date: June to July 2012**

**Position: Intern (Engineering) Task:** - Do carpentry

- Maintaining IT system and Run backup

- Mechanical-servicing VMF vehicles and two stroke engines such as loan moors, grass cutter & Generators

**School Background / Training Att**

|  |  |  |
| --- | --- | --- |
| **Date** | **school** | **Level of qualification** |
| **2011 2nd Semester** | University of the South  Pacific (USP) | Undertaking English LLP13 USP School Report |
| **2011 1st Semester**  Year 11 | Aore Adventist Academy | Year 11 |
| **2009 to 2010**  Year 9 to year 10 | Data Junior Secondary  School | Year 10 School Certificate |
| **2007 to 2008**  Year 7 & Year 8 | Luganville Adventist  School | Year 8 School Certificate |

**Other Qualification**

|  |  |  |
| --- | --- | --- |
| **Date** | **Institution** | **Qualification** |
| **2021** | **MYOB Accounts** | Basic MYOB Training |
| **2018** | **DFAT** | FRAUD Training Refresher |
| **2017** | **NZ REDCROSS** | Certificate in Information  Technology and Telecommunication in an Emergency response Unit Technical Training |
| **2017** | **MANGO** | Certificate in Financial  Reporting essentials and  Budget Essentials. |
| **2016** | **REDR Australia** | Certificate in Essential of  Humanitarian Practice |
| **2016** | **WFP LOGISTICS CLUSTER / VMGHD** | Certificate in PEARL Project  Humanitarian Logistics Practical  Training |
| **2016** | **REDR Australia** | Certificate in Sphere Handbook  Training |
| **2014** | **Marine Time College** | Certificate in Marine safety |
| **2013** | **Londuwa Technical College** | Vocation Certificate in  Mechanical Engineering |

|  |  |  |
| --- | --- | --- |
| **2012** | **Youth Challenge International**  **(Vanuatu)** | Certificate of life skills |
| **Promedical** | Certificate of First Aid |
| **Vanuatu Chamber of**  **Commerce** | Certificate of First Step to  Business |
| **Edwards Computer Foundation** | Special Package Computing (MS  word, MS Excel, PowerPoint, Internet & Email) |
| **Youth Challenge International**  **in Vanuatu** | Certificate of Community  Development |

**Additional Skills and Abilities**

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| --- | --- | --- | --- |
|    | Negotiation Skills  Facilitation Skills |    | Valid Driver’s Licenses  Honesty ,Loyal, hardworking and willing to |
|  | Communication Skills |  | learn |
|  | Problem Solving skills |  | Capacity to work under pressure. |
|  | Able to lead and work as a member of a |  | Innovative, entrepreneurial, and visionary |
|  | Team and without supervision. |  | Management Skills |

# Referees

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| --- | --- | --- | --- |
| **Name** | **Contact** | **Email** | **Occupation** |
| Koleta Yauko | 7745844 / 33620 | [ykoleta@vanuatu.gov.vu](mailto:ykoleta@vanuatu.gov.vu) | Operations Manager VLRC |
| Kethy Cyrus | 7710441 / 25786 | [kethyc@oxfam.org.au](mailto:kethyc@oxfam.org.au) | Oxfam HR Snr Officer |
| Anita Samana | 7113411 | [anitas@oxfam.org.au](mailto:anitas@oxfam.org.au) | Oxfam CD |