

Job Specification:

Regional Procurement and Logistics Manager

Department:	Programmes
Scale:	PSM 5
Line managed by:	Regional Programmes Support Manager
Responsible for line managing:	N/A
Location:	Dakar, Senegal

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG's Values. Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role

DETERMINED - we work with purpose

EXPERT - through excellence and expertise we build trust

INTEGRITY - we strive to do the right thing

COMPASSION - people come first in everything we do

INCLUSIVE - we are inclusive, and we value diversity

Job Purpose :

As a member of the Regional Senior Management Team (SMT), provide strategic and operational leadership to ensure the efficient and effective management of support services for MAG's activities in West Africa, focusing on high risk and high-volume procurement, and third-party contractor management. Capacity building of national logistics staff within the region, and setting up, and management of systems, increasing the efficiency and effectiveness of support service functions, and providing support to the Regional Director (RD) in risk management.

Job Description

Support Regional Operations

- Support RD, Regional Programmes Managers (RPM) and Regional Technical Operations Manager in identifying and developing strategic opportunities for MAG across the region.
- Contribute to needs assessment by performing market surveys, identifying service providers and facilitate local and international procurement, supporting scale up-down of operations across the region.
- Coordinate and collaborate with MAG Senior Construction Technical experts to ensure safe, transparent and quality suppliers' selection and management processes are performed across the supported countries.
- Provide capacity building in procurement processes to all relevant staff across the supported countries.

- Support in identifying risks linked to procurement across the countries and support RD/RPMs in developing mitigation initiatives.
- Support Regional Director by acting as focal point for Global Procurement and Logistics improvement initiatives that are relevant for AMD projects in West Africa, ensure coordination across the supported countries and support hand-on the roll-out when required.
- Liaise with existing logistic formal/informal networks of INGOs in the region.

Procurement

- Support Tender Processes across the West Africa Region for all high risk/high volume market categories, with specific focus on construction sub-contracting in coordination with Regional Construction colleagues.
- Lead the set-up of Pre-Qualified suppliers lists and Framework Agreements across the countries where MAG operates, ensuring transparent, accurate and quality selection processes are carried out and that safe contract conditions are stipulated.
- Support Programmes in the region managing Suppliers and Sub-contractors, and remotely monitor the execution of the contracts.
- Lead Tenders for labour agencies – outsourcing labour companies when required to set up temporary operations in new countries.
- Train national staff across the countries of operations in Procurement and Logistics procedures, tools and best practices.
- Provide technical Procurement and Logistics support to RPMs and Logistics staff across MAG West African programmes, by leading procurement processes to set up long term agreements.
- Consolidate international procurement needs across the supported countries, and act as sole interface with HQ International Procurement team ensuring efficient and effective coordination with key stakeholders involved in the process.

IT and Assets Strategic oversight

- During the deployments, assess the security and appropriateness of the IT infrastructure in place in MAG Programmes, formulating recommendations and ensuring safe data management is in place.
- Support West African Programmes in keeping adequate asset tracking and management systems in place.

Health and Safety

- Monitor and manage H&S initiatives across the region.
- Work with H&S committee in HQ to appropriately manage and mitigate H&S risks, and consolidate H&S reporting across the region.

All International staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programmes.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.
- This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Demonstrable senior management experience overseas, preferably in international aid and development with a humanitarian agency in a developing country
- Experience of developing, implementing and managing procurement, logistics, management systems
- Experienced in overseeing complex financial planning, monitoring, forecasting and reporting activities within complex high volume / high risk operations
- Experience of development of new business proposal budgets in competitive environments
- Excellent people management experience with proven ability to lead, develop and manage national and international staff

Essential Skills and Knowledge

- Effective financial management skills including complex financial scenario planning
- Highly skilled in monitoring and managing project and programme costing
- Skilled in production of high quality financial, logistics and human resources reporting and analysis
- Good understanding of financial, logistics and human resources risk management areas
- Ability to implement and monitor policies and procedures in challenging environments
- Interpretation and implementation of donor/client contract requirements
- Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts
- Excellent organisational skills with the ability to coordinate activities, teams and improve processes
- Excellent literacy, numeracy and IT skills, including data manipulation utilising Excel
- Ability and willingness to work both at strategic and operational levels, with hand-on approach when required
- Working ability in English & French

Essential Aptitude

- Ability to demonstrate initiative, be proactive and offer a solution-oriented approach
- Motivated, self-aware, humble and committed to high quality standards
- Ability to establish effective working relationships at all levels internally and externally
- Excellent communication and interpersonal skills
- Ability to prioritise work, meet deadlines and work calmly under pressure
- Self-motivated, flexible and enthusiastic approach to work
- Interest in and commitment to MAG’s humanitarian mandate

Qualifications

Degree or equivalent in relevant subject area

Desirables

Master Degree in relevant area (Finance, Business Administration, Logistics, Human Resources,Management)

Signed employee:	Date:
Signed manager:	Date:

January 2025