Job Specification: Logistics Manager

Department:	Programmes
Scale:	PSM 4
Line managed by:	Head of Support Services
Responsible for line managing:	National staff as directed by the HoSS
Location:	Syria Response

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose:

Ensure that all procurement and logistics activity is carried out in line with MAG policies and procedures, donor requirements and INGO best practice, maintaining appropriate controls and accountability, ensuring best value for MAG.

Job Description

Procurement and Supply

- Provide technical logistics and procurement expertise to the programme SMT to guide the development of budgets, proposals and operational plans, ensuring that new projects are appropriately resourced and costed.
- Develop and update programme procurement plans to ensure timely procurement and a smooth supply chain to enable the efficient running of operations.
- Manage the end-to-end procurement process, in line with MAG and donor procurement procedures, ensuring control of the supply chain, and that value for money is achieved.
- Oversee the selection and appointment of suppliers in line with procurement procedures, conducting local market surveys, competitive tendering processes and the development of fit for purpose supply agreements.
- Organise, track and monitor the safe transport and storage of equipment and assets ensuring that all relevant staff are kept updated regarding progress.
- Work with customs and other stakeholders to ensure the timely and cost-effective clearance of goods shipped internationally.
- Ensure relevant licences and permissions are sought where required for the procurement and use of sensitive equipment.
- Responsible for setting up a centralised logistics hub that is responsible for supplying MAG out bases with all requirements in regards to requested equipment and regularly used stock.
- Ensuring all stock items are available to out bases at all time and replenishing and controlling stock levels.
- Responsible for setting up and controlling distribution system for out bases at main logistic centre.

Policies, Systems and Records

- Maintain accurate and comprehensive administrative records relating to all purchases and shipments in line with MAG procedures and donor regulations to ensure transparency and accountability.
- Ensure that MAG's logistics and procurement policies, procedures, systems and guidelines are implemented and adhered to.
- Develop and implement policies, procedures and systems that will improve the accountability, transparency and efficiency of the programme's logistics and procurement function.
- Ensure compliance and application of the programme security plan, safety and security policies and controls to ensure the safety and security of MAGs assets and resources.
- The LM will also play a key role in the Incident Management team

Asset and Stock management

- Implement and maintain inventory systems to ensure that robust control mechanisms and appropriate stock balances are in place and working effectively.

- Oversee programme assets, ensuring assets are tracked, maintained and serviced and the programme asset register is accurate and up-to-date.
- Manage the life cycle of programme assets, ensuring their timely disposal in line with MAG and donor policy.
- Supervise and coordinate all matters relating to transport and fuel management to ensure that vehicles are used appropriately and safely, insurance is in place, damages are reported, services take place and fuel consumption is regulated and recorded.

Health, Safety and Security-

- Work with the SMT on identification of new base locations, performing logistics assessments of the local area
- Support base refurbishment projects ensuring that construction work is delivered to a high standard

Management and Training

- Supervise and line manage department staff in line with MAGs HR policies and procedures in regards to Logistics. Plan and deliver capacity building opportunities for line reports.
- Provide training and briefings for national and international staff to enhance their understanding of logistical procedures, asset control, inventory, stores control and MAG Policies and Procedures.

Relationships and networking

- Ensure the programme management team are kept up-to-date of all relevant issues relating to logistics.
- Maintain and develop contacts with other agencies and relevant local authorities and ministries on logistics and procurement issues.

Fleet Management

- In conjunction with SMT, define vehicle fleet requirements and ensure vehicle usage plans, maintenance and servicing plans are established.
- Ensure appropriate systems for training and monitoring work of drivers and mechanics.
- Ensure testing of all staff required to drive within the programme and provide training where required.
- Ensure all vehicles have an up-to-date logbook and any accidents and damage to the vehicle documented properly.
- Ensure all rented vehicles are fit for purpose, and roadworthy.

ICT

- Ensure that the IT planning reflects programme priorities, providing support and oversight for IT related issues including adherence to all organizational IT policies.
- Ensure adequate induction of new staff in all IT policies

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 role in developing countries and areas in conflict where standards of living may be basic.
- 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

- Experience of 3-5 years minimum working on humanitarian programs
- Experience of coordinating all aspect of a robust supply chain

- Experience of implementing and managing logistical controls to support the operational requirements of a project or programme
- Experience of working in a developing country and an understanding of the constraints this imposes.
- Experience of managing and capacity building a team of national staff

Essential Skills and Knowledge

- Knowledge of relevant international export/import procedures and guidelines
- Understanding of ethical purchasing guidelines and INGO standards
- Ability to develop and maintain clear record keeping systems to monitor supply chain and asset management
- Excellent organisational skills with the ability to coordinate, plan and prioritise activities
- Excellent literacy, numeracy and IT skills (e.g. Word/Excel)
- The ability to communicate with clarity and credibility on paper and face-to-face
- Effective negotiation skills

Essential Aptitude

- Innovative, flexible and proactive with a problem-solving approach where systems can be improved
- Determined and committed to the highest quality standards
- Ability to integrate into a varied team and establish effective working relationships at all levels internally and externally.
- Ability to meet deadlines and work calmly under pressure
- Ability to handle and prioritise a heavy workload
- Ability to represent and promote MAG
- Interest in and commitment to MAG's humanitarian and capacity building mandate
- Attention to detail, specifically with regard to paperwork / equipment

Desirable

- Experience of working on procurement and invoicing processes
- Experience of export licensing procedures
- Experience in large Logistic control, ordering, set up and distribution.

Signed employee:	**Date:**
Signed manager:	**Date:**

June 2021