Job Specification: Procurement Administrator

Department: Governance and Business transformation
Scale: **HQ 1**
Line managed by: Procurement Coordinator
Responsible for line managing: N/A
Location: **MAG HQ –** Manchester with opportunity to travel

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:

Provide procurement services to MAG overseas programmes in accordance with MAG's vision, mission and values.

MAG Global Procurement team supports MAG Programmes in the acquisition of equipment & services; the Procurement Assistant supports the process by directly managing international orders from MAG Programmes, monitoring freight forwarding processes until reception and coordinating with Finance department for managing the payments to MAG suppliers.
Commodities include high value mechanical assets, vehicles, EOD equipment, detection equipment as well as general consumable for humanitarian demining items.

Job Description

International Procurement

- Facilitate the Purchase to Pay Process for MAG International programmes, by managing assigned international purchase orders for arranging deliveries by MAG International Preferred Suppliers.
- Ensure end-to-end management of freight forwarding and shipment to MAG country Programmes.
- Arrange the movement of equipment to MAG's field programmes, including organising and consolidating consignments with freight forwarders and issuing all required shipping documents.
- Ensure optimal level of information is available at any moment to Programmes counterparts about all orders under processing.
- Under the supervision of Procurement Coordinator/Manager, works in collaboration with internal departments, suppliers, and the UK Gov. Export Control Organisation to ensure all MAG equipment shipments are covered by the requisite UK trade control or export licenses ensuring full compliance with the licencing authorities.
- Maintain and regularly update critical managerial tools such as MAG international supplier database, performance logs, Procurement Tracking tool etc.
- Escalate to management's attention any international order or freight process that requires urgent attention and / or that represents risk factors.

Support to Global Procurement & Logistics Initiatives

- Support Procurement and Logistics team on the digitalisation of identified procurement and logistics processes and Data management
- Support Procurement and Logistics team in promoting the adoption of SharePoint & Teams Logistics tools platforms across MAG operational countries
- Support Procurement and Logistics team with any additional tasks required for the overall benefit of the team performance, including but not limited to supporting team coordination mechanisms and facilitating administrative processes.

All 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 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.

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.

Person Specification

Essential Experience

- Previous experience working in a procurement or supply chain environment.
- Familiar with international freight and transport dynamics, including supporting or monitoring custom clearance processes with a strong understanding of Incoterms.
- Experience of administering procurement processes end-to-end, ideally with experience in supporting international freight deliveries.
- In lieu of the above experience, we will accept experience within the NGO / Charity sector or humanitarianism if this is coupled with a drive to learn new skills and develop in a Procurement team.

Essential Skills and Knowledge

- Ability to develop and maintain clear record systems, including the ability to recommend and implement changes to working practices
- Excellent organizational skills with the ability to prioritize a busy workload, meet deadlines and work calmly under pressure which may include conflicting demands at times
- Ability to communicate clearly and effectively, with excellent written, verbal and presentation skills including the ability to explain technical matters to a non-technical audience
- Good literacy, numeracy, and IT skills (e.g., proficient in MS Office, Teams, Outlook, SharePoint, etc.)

Essential Aptitude

- Team player, ease in working in a fast paced, dynamic, and multi-cultural work environment
- Innovative, creative, and proactive with an analytical, strategic, and solution-focused approach to work
- Willingness to learn and develop additional skills, positive attitude.
- Detail oriented, specifically with regard to documentation and record keeping, with structured and organized approach to problem solving
- Ability to work under limited supervision, self-organizing workload and keeping management informed over advancement throughout agreed objectives
- Strong motivation to support MAG's Procurement and Logistics evolution
- Commitment to MAG's strategic direction and core values

Qualifications

- Educated to degree level (or equivalent experience in a relevant discipline)

Desirable

- Previous NGO experience and understanding of NGO internal functioning is a strong advantage
- Understanding of procurement procedures and contracting
- Experience of international procurement and logistics, including compliance with international export documentation and licensing requirements
- Previous exposure to remote working dynamics, coordination with colleagues across multiple locations

---

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

March 2022