Job Specification: Procurement Officer

Department:	Programmes
Scale:	HQ2
Line managed by:	Global Procurement Manager
Responsible for line managing:	N/a
Location:	MAG HQ

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 high quality and cost-efficient procurement services to MAG overseas programmes in accordance with MAG's vision, mission and values.

MAG HQ Procurement team supports MAG programmes with the highly effective supply of equipment & services. Commodities include high value mechanical assets, vehicles, EOD equipment, detection equipment as well as general consumable humanitarian demining items.

Job Description

International Procurement

- Facilitate the Purchase to Pay Process for MAG International programmes, by managing all international purchase orders from assigned countries and / or commodities for International Preferred Suppliers.
- Monitor suppliers' performance against framework agreement terms and targets, keeping management informed of any sub-standard performance.
- 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.
- Deliver effective and efficient coordination among all entities involved on international procurement processes, from Programmes counterparts to Suppliers, freight forwarders and custom agents.
- Ensure optimal level of information is available at any moment to Programmes counterparts about all orders under processing.
- Work 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 HQ international supplier database, performance logs, Procurement Tracking tool etc.
- Monitor International Procurement Processes to ensure that they are aligned with relevant policies, procedures and specific legal or technical requirements.
- Escalate to management's attention any international order or freight process that requires urgent attention and / or that represents risk factors.

HQ Procurement

- Support Procurement activities for MAG HQ, by supporting the team in running competitive procurement processes and / or by processing orders for HQ supply.
- Regularly update and maintain the procurement tracking tools for HQ Procurement
- Support stakeholders that are delegated to directly handle call-off orders from existing FWA in ensuring adherence to MAG standards and that adequate documentation and tracking is in place.

Remote support to country Programmes Procurement

- When delegated by management, provide remote support to MAG staff worldwide concerning Local or International procurement processes led by the country.
- Support colleagues across MAG operational locations by providing remote-based capacity building activities

On the ground support to country Programmes Procurement

- On specific circumstances, and for limited periods, the role may involve traveling to a Country Programme and providing support to the local procurement and logistics team. The support may involve delivering training to local staff, provide technical expertise in running procurement processes, support in improving the overall process of International Procurement and Import of MAG critical items.

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 gap filling for some colleagues within specific tasks and initiatives, supporting team coordination mechanisms and facilitating sessions within logistics workshops.

All HQ 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

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Person Specification

Essential Experience

- Demonstrable experience working in a procurement, purchasing 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 all aspects of procurement procedures and systems, ideally with experience of sourcing and procuring a large and varied range of commodities and services.

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 the use of MS Office, Teams, Outlook, SharePoint, PowerBI etc.)

- Ability to challenge the views of stakeholders and manage expectations whilst maintaining appropriate relationships through strong interpersonal skills

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
- 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

- Procurement qualification – CIPS level 4, Degree in supply chain management or equivalent
- Previous NGO experience and understanding of NGO internal functioning is a strong advantage.
- Knowledge of key institutional donors and their compliance requirements in respect of logistics and procurement
- Understanding of public procurement procedures and contracting
- Experience of running tender processes and framework agreements
- Experience of international procurement and logistics, including compliance with international export documentation and licensing requirements
- Additional proficiency in French and/or Arabic

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

August 2021