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|  | MAG Kenya – Job Description | |
| **Job Title:** | Logistics Officer |
| **Line managed by:** | Country Director |
| **Line manages:** | Driver |
| **Location:** | Nairobi |

**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**

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| **Overview of role:** |
| Responsible for making sure all logistics administrative processes are completed efficiently, including maintaining and controlling equipment, maintaining logistics paperwork and record systems in compliance with Logistics Standard Operating Procedures |
| **Responsibilities:** |
| * Manage day-to-day procurement activities, ensuring compliance with MAG Logistics procedures, policies, and donor requirements. * Maintain accurate procurement records and ensure proper documentation and filing. * Liaise with suppliers and service providers to ensure timely and accurate completion of orders. * Cultivate effective supplier relationships to achieve the best possible price, quality, service, and terms for MAG. * Compile and manage a supplier database and establish preferred suppliers. * Regularly review price comparisons and monitor material/item costs. * Prepare and distribute weekly procurement reports to the Country Director, addressing any procurement-related issues. * Record all purchases of Capital and Non-Capital Assets, ensuring they are asset tagged * Maintain an up-to-date Asset Register and submit a monthly copy to the CD. * Coordinate travel bookings for MAG International and National Staff following travel policy guidelines. * Perform other tasks assigned by the line manager, which may include aspects of asset management.   **Distribution:**   * Collect and dispatch new equipment/supplies as required. * Ensure that all staff return all MAG assets upon departure from the programme. * Organize transportation of equipment/supplies to areas of operation. * Ensure accurate recording of incoming supplies/equipment on Goods Received Notes.   **Administration:**   * Maintain the Logistics office paper filing system and ensure correct filing of all documents, including Waybills and Goods Received Notes. * Update the Assets Database to ensure effective asset tracking, including adding newly procured equipment and asset encoding. * Liaise with the CD regarding asset-related matters.   **Reporting:**   * Provide accurate daily and monthly reports on activities. * Attend periodic meetings as directed. * Contribute to procurement planning.   **General Responsibilities:**   * Work within the framework of MAG’s core values. * Maintain professional conduct in line with MAG’s core values as actions represent MAG. * Contribute to other fundraising initiatives where appropriate. * Participate in meetings as relevant. * 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. * Undertake and apply learning from appropriate training and development programs. * Undertake any other duties as may be required. |
| **Essential requirements:** |
| * Understanding of NGOs and a commitment to humanitarian work. * Minimum of 3 years of demonstrated experience in procurement and logistics. * Self-organized, team player, and able to work under limited supervision. * Supervisory skills and ability to motivate and manage a small team an advantage. * Good literacy, numeracy, and IT skills (e.g., Word/Excel). * Strong negotiation skills. * Previous administration experience. * Strong computer skills. * Reliable with good time-keeping skills. * Language requirements – English Mandatory |

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| **Employee**  **name:** |  | **Employee**  **signature:** |  | **Date:** |  |
| **Manager**  **name:** |  | **Manager**  **signature:** |  | **Date:** |  |