Job Specification: Roving Logistics Manager

Department: Logistics
Scale: PSM 5
Line managed by: Global Head of Procurement and Logistics
Responsible for line managing: N/A
Location: Home based with up to 75% travel time

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 expert remote and on-the-ground support to in-country Logistics and Procurement leads, focussing on supporting them in critical areas of logistics operations and on ensuring standardisation of processes and tools and adoption of MAG global relevant policies.

Input and help drive wider procurement and logistics transformation, focussed on improvements to systems and processes and increasing efficiency.

Develop, implement and support the development of plans and initiatives to build the capacity of in-country Procurement and Logistics staff and functions.

Job Description

Country Programme Support

- Provide remote and on-the-ground support to in-country Procurement and Logistics teams for all areas of Procurement and Logistics Management.

Compliance, Management Systems and continuous improvement

- Facilitate dissemination and monitor the adoption at Programme level of all Procurement and Logistics policies, guidelines, tools and SOPs; ensuring in-country adaptation and implementation is aligned with MAG's overall compliance requirements.
- Support in-country Logistics leads in improving the work organisation and overall management of logistics teams' performance.
- Support the set-up of an appropriate and effective data management system across MAG, related to all areas of procurement and logistics".

Procurement:

- Support programmes in achieving an effective and efficient procurement function, supporting, where requested, the development of procurement planning systems, procurement strategies aligned with identified market categories, supplier management processes and reviews of structure and capacity of procurement functions.
- Provide capacity building in procurement management and in the implementation of procurement processes, targeting all levels of in-country staff capacities and all relevant stakeholders
- Directly or remotely support critical procurement processes when required, including tenders for complex market categories such as technical sub-contracting or critical equipment.
- Support countries in setting up adequate procurement tracking systems and in performing analysis of procurement function performance, including identification and monitoring of KPIs.
- Identify weaknesses in procurement functions at programme level, supporting Senior Managers in Country (SMiCs) and in-country Senior Management Teams (SMTs) in reducing any risk linked to procurement function

Inventory Management

- Support programmes in improving inventory and stock management systems during deployments, by identifying gaps, challenges, and opportunities.
- Provide capacity building to key stakeholders in stock management best practices and efficient inventory mgmt.
- Support countries in setting up internal stock and inventory monitoring system, ensuring that key stakeholders have the right visibility over the available stock and consumptions, and ensuring an efficient and cost-effective stock management system is in place.
- Ensure that local contextual challenges are fed in on global improvement initiatives concerning inventory mgmt.

Fleet Management

- Support development and implementation of effective and efficient fleet management systems in programmes.
- Ensure management systems in place for fleets are adequate and mitigate risks, ensuring it effectively drives efficiencies and provides value for money.
- Ensure proper management of spare parts, focusing on quality, value for money, and limiting risk and inefficiencies.
- Ensure best practices and strong quality assurance mechanisms are in place concerning fleet maintenance and repairs, both when repairs is externalised or when the programmes have an in-house mechanical workshop.
- Support the improvement of data production, manipulation and management concerning fleet management.

Asset Management

- Support programmes in improving overall assert management systems, tools and processes.
- Support programmes in asset disposal exercises, both remotely (guidance and review of key documents) and, in exceptional cases, on the ground for specific high-risk or high complexity situations, ensuring maximisation of value for MAG and compliance with all donors regulations.
- Support programmes to develop a strategic approach to asset management, including embedding management of asset over its whole life-cycle practises.

Human Resources

- When requested, support all phases of recruitment processes for procurement and logistics staff.
- When requested, support remote or on-the-ground induction new procurement and logistics staff.
- Exceptionally and limited to specific situations, the role may provide interim in-country programme logistics lead cover, including receiving and then passing on a handover.

Organisational Support

- Complete internal assessments of the Procurement and Logistics function at country level when required.
- In exceptional circumstances, support scale up/down processes for country programmes operations.
- In exceptional circumstances support the development process for new projects
- When required, support Global Procurement Function in critical tendering processes
- When required, provide interim support for any Global Procurement and Logistics role to avoid disruption in service level provision.

Support to the Global Procurement and Logistics transformation initiative

- Support the Global Head of Procurement and Logistics in the review and improvement of any policy, guideline, tool or SOP, per global transformation initiative objectives.
- Lead on the collection, consolidation and analysis of key data and information.
- Actively support the roll out initiatives, ensuring quality change management support to programmes.
- Provide capacity building support and activities to programme staff, linked to the rollout of any element of the transformation initiative.

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.

- 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

Senior international procurement and logistics management experience in NGO sector including:

- Managing large Procurement and Logistics operations in complex / high risk environments.
- Management experience in more than one country of operations.
- Leading large teams, ensuring quality team management, including staff capacity development.
- Experience in the set-up, review and continuous improvement of logistics management systems.
- Experience representing logistics in senior level discussions, both with internal and external stakeholders.

Essential Skills and Knowledge

- Excellent verbal and written communication skills with outstanding influencing and negotiating skills.
- Working proficiency (spoken, written, reading) in English
- Developed IT and data Mgmt. skills
- A strong record in ensuring inter-departmental communication and collaboration across various functions.
- Experience of ensuring contract and legal compliance of procurement and logistics activities.
- Ability to lead, manage, motivate and develop a team.
- Strong analytical skills, with capacity to run analysis from multiple data sources.

Essential Aptitude

- Innovative, creative and proactive with an analytical and solution-oriented approach
- Ability to adapt to different stakeholders and audiences, and to provide quality reports and information.
- Excellent communication and interpersonal skills, with the ability to establish effective working relationships at all levels internally and externally.
- Ability to meet deadlines and work calmly under pressure.
- Ability to work in remote locations for limited periods of time, and manage the stress.
- Self-motivated, flexible, and sowing a problem-solving attitude.
- Capacity to work under limited supervision.
- Availability for extensive traveling.
- Commitment to MAG's strategic direction and core values

Qualifications

- Educated to degree level or equivalent

Desirable

- Professional Certification in Procurement and/or Logistics
- Knowledge of key institutional donors and their compliance and reporting requirements
- Project Management experience and/or relevant training or qualifications
- Knowledge of SharePoint and Office 365 suite, including Microsoft Teams
- Previous experience in change management and roll-out of IT systems, new policies and procedures.
- Previous experience in the Mine Action sector.

- A second language working level proficiency (French/Arabic/Spanish).
- Experience across different regions.
- Previous experience with Business Intelligence tools.

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

May 2019