Job Specification: Global Procurement Manager

Department:	Governance & Business Transformation
Scale:	HQ 4
Line managed by:	Head of Global Procurement and Logistics
Responsible for line managing:	Procurement Officer(s)
Location:	MAG Manchester Office – travel to Programmes (10%)

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'.

Job Purpose:

The Global Procurement Manager provides technical procurement expertise on a global scale, supporting the global re-structuring of the MAG procurement function, and leading the UK Procurement Team.

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

Job Description

International Procurement Operations to support Programmes, including:

- Managing all MAG international contracts and agreements established by the Manchester office, ensuring constant coverage for critical commodities, by leading in identified international sourcing processes, or providing oversight when they are delegated
- Monitoring and managing performance of MAG's international and UK based Suppliers
- Monitoring order processing activities and act as an escalation point for high value/high risk/high complexity orders, or for troubleshooting
- Monitoring freight and international transport for delivery to MAG programmes of all ordered commodities
- Ensure full compliance with UK Gov.,US BIS, EU and UN Export Controls, sanctions and embargoes for dual use and strategic goods or software supplied to all international programmes
- Act as the departmental focal point and MAG export control manager to support relevant senior stakeholders, identifying and supporting all licencing needs across the organisation
- Ensuring information regarding order processing is provided to relevant stakeholders and that all international orders are tracked, documented and archived as per MAG and Donor standards, and providing management with analysis of the performance of the function and team
- Line managing up to three Procurement Officers that are responsible for day-to-day international and UK Procurement order processing operations
- Improving international procurement processes, aiming to reduce overall interactions with requesting programmes, and reduce the overall time of the end-to-end process. This includes improving the tools being used, the communication channels, the coordination mechanisms, etc.
- Supporting programmes in managing their demand planning, promoting early identification and expression of needs in order to minimize international procurement lead time impact on operations.

UK Procurement Operations, including:

- Supporting Manchester office stakeholders in setting up identified contracts or to run required sourcing processes
- Monitoring Order processing for Manchester office procurement needs
- Acting as focal point for procurement related matters with Manchester office counterparts
- Leading the adoption process and training implementation for New Procurement Policies and Guidelines in Manchester office

Supporting Programme Local Procurement:

- Providing on-demand support in developing locally led Tender Processes
- Supporting review and sign off process for on all MAG Programmes tender processes that are above 25.000 USD aggregated value
- Provides capacity building in procurement technical expertise both remotely and face to face
- Advising on the development of procurement plans for new projects being developed
- Visit Programmes and perform audits or assessments of the procurement function
- Support relevant recruitment and induction processes for Programmes senior staff
- The role might include short term deployment to support gap filling or operations scale up.

Support Global Logistics Team in Logistics transformation Initiatives:

- Contributing to the global adoption of new procurement standards, best practices and SOPs
- Supporting in the design and roll-out of MAG SharePoint and MS Teams platform, with a specific focus on improving internal coordination and data sharing processes by harvesting the benefits of technology

Management:

- Line Management of up to three staff members, gap-filling Head of Department when absent.
- Manage and motivate departmental staff to perform to a high standard, conducting appraisal meetings in line with MAG policy and agree and review progress towards individual targets on a regular basis.
- Contribute to the departmental annual business plan and report quarterly on progress towards the achievement of objectives.
- Support development and implementation of capacity building initiatives for multiple types of internal stakeholders, in coordination with Head of Global Procurement and Logistics

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 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.
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required
- 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.

Person Specification

Essential Experience

- Extensive experience working on international procurement of dual usage equipment and/or restricted goods
- Experience of international procurement and logistics, including compliance with international export documentation and licensing requirements
- Extensive experience in managing international freight and transport dynamics, including supporting or monitoring custom clearance processes with a strong understanding of Incoterms.
- Experience in leading international sourcing processes across multiple commodities, and previous experience in managing suppliers' performance and contracts implementation
- Previous experience in team management and capacity building.
- Understanding of public procurement procedures and contracting
- Previous experience in supporting/leading internal change management process such adoption of new policies and SOPs & Tools within Procurement area
- Experienced in dealing remotely with wide range of internal and external stakeholders, taking active role in business negotiations and supporting complex procurement activities.

Essential Skills and Knowledge

- Ability to oversee multiple international procurement processes at the same time, and to organize the work based on prioritization and time efficiency.
- 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
- Developed soft skills allowing him/her to support professional development of team members under his/her supervisions
- 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
- Capable to represent MAG Procurement and Logistics function within internal and external for a.

Essential Aptitude

- Capable to provide leadership in day-to-day team dynamics and throughout remote interaction with remotely based counterparts.
- 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 University Degree level in Procurement and Supply Chain, Management, Engineering or in any relevant discipline; equivalent work experience is acceptable.

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
- Experience in working within a remotely based procurement service provision unit

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

February 2022