



Job Description	
Job Title:	Logistics Manager
Department:	Operations
Scale	International Scale 5
Job Family:	Programme Management & Support
Line managed by:	Country Director
Responsible for line managing:	National staff members as directed by the CD
Location:	Overseas

MAG: MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide. MAG is co-laureate of the 1997 Nobel Peace Prize.

Overview of role:

The individual will be responsible for ensuring timely and effective mobilisation of logistical resources to support MAG's projects by:

- a. Managing all aspects of logistical support in MAG's programme.
- b. Planning, coordinating and tracking local, regional and international logistical purchases and shipments.
- c. In close collaboration with the Country Programme Manager and Technical Operations Managers, developing and overseeing implementation of modifications to existing logistical procedures as required.
- d. Leading and building the capacity of team of national logisticians and stores staff.

Principal Responsibilities

- Review and develop logistics systems to support the programme in line with MAG Policies and Procedures.
- Provide advice to the Country Programme Manager and Technical Operations Manager on all issues related to logistics for the programme.
- Track and monitor the purchase and transport of logistical items ensuring senior management are kept updated regarding progress.
- Train and develop relevant local and international staff in logistical procedures, asset control, inventory, stores control and management in line with MAG Policies and Procedures.
- Assess and establish logistical support structures as required in relevant countries bordering the country and reporting recommendations to MAG UK.
- Integrate procurement and logistics into operational planning in close collaboration with MAG senior management team in country.
- Ensure all logistical procedures utilised by the programme comply with local and international laws and legislation and donor requirements.
- Ensure the installation (after training if necessary) of radio, phone, fax and other communications systems and in consultation with TOMs establishing communications routines for emergency procedures.

- Ensure the programme management team are kept up-to-date of all relevant issues relating to logistics.
- Liaise with UN/relevant others providing air transport to ensure cost effective and efficient movement of staff within operational areas.

All International 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.

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.

Signed employee:	Date:
Signed manager:	Date: