



Person Specification: Logistics Manager

Essential Experience	Criteria
Experience of implementing and managing independent logistical controls to support the operational requirements of the programme.	Application/Interview
Experience of reporting on a timely and accurate basis to both externally and internally to the organisation.	Application/Interview
Experience of working in a developing country and an understanding of the constraints this imposes.	Application/Interview
Experience of managing and capacity building a team of national staff	Application/Interview
Essential Skills and Knowledge	
Ability to check purchases against budget lines / contractual requirements	Application/Interview
Ability to develop and maintain clear record keeping systems in line with purchasing system	Application/Interview
Excellent organisational skills with the ability to coordinate and prioritise activities	Application/Interview
Excellent literacy, numeracy and IT skills (e.g. Word/Excel)	Application/Interview
The ability to communicate with clarity and credibility on paper and face-to-face	Application/Interview
Essential Aptitude	
Innovative and proactive with a problem solving approach where systems can be improved	Application/Interview
Determined and committed to the highest quality standards	Application/Interview
Ability to establish and maintain effective working relationships at all levels internally and externally, including suppliers	Application/Interview
Ability to meet deadlines and work calmly under pressure	Application/Interview
Ability to handle and prioritise a heavy workload	Application/Interview
Ability to represent and promote MAG	Application/Interview
Interest in and commitment to MAG's humanitarian and capacity building mandate	Application/Interview

Self-motivated, flexible and enthusiastic approach to work	Application/Interview
Attention to detail, specifically with regard to paperwork / equipment	Application/Interview
Desirable	
Experience of working on procurement and invoicing processes	Application/Interview
Experience of export licensing procedures	Application/Interview