

# GENERAL INFORMATION

**Job Title:** Logistics and Finance Manager

## Terms of Appointment

This is a temporary post for 12 months beginning in May (subject to confirmation of funding). This post is unaccompanied status. The place of work will be Chad although all international staff may be required to transfer to other MAG overseas operations on a temporary or permanent basis

## Remuneration

The salary range for this post is £26,586 - £29,052 per annum, and the pay ranges are:

Point 1 - £26,586 per annum

Point 2 - £27,384 per annum

Point 3 - £28,206 per annum

Point 4 - £29,052 per annum

The starting salary is normally Point 1 of the scale. Subject to satisfactory performance, progression will be automatic with individuals getting an increment every 12 months until they reach Point 4.

Salary is paid through credit transfer to your bank on the 26<sup>th</sup> day of the month. MAG will also provide accommodation and food or a per diem payment while working overseas and up to 3 unaccompanied flights home from the programme country in each completed 12 month period.

Although salaries are paid in Sterling we can convert to whichever currency your bank account is held. The rate is fixed from time of sending and Travelex will secure best exchange rate possible. Please note that MAG cannot be responsible for any fluctuations in exchange rates

## Working Hours

There are no fixed hours of work.

## Annual Leave Entitlement

In addition to statutory holidays, there is an annual leave entitlement of 6 weeks per annum which increases with service to 8 weeks per annum.

## Pension Scheme

There is no pension scheme for international employees.

## Insurance

MAG provides personal accident insurance, life assurance and medical and repatriation insurance for all international staff.

## Probation

The postholder would be subject to a six month probationary period.

## Medical clearance

MAG requires all employees to show they are likely to be able to give regular and effective service in the duties of the post for which you have applied. All offers of employment will be subject to medical clearance. Candidates will be required to complete a medical form, obtain written confirmation of their fitness to work from their doctor and may be required to undertake a medical by an independent doctor.

## References

All offers of employment will be subject to the receipt of two professional references satisfactory to MAG.

## Response Instructions

Application is by completed application support form. This document should be submitted to [humanresources@maginternational.org](mailto:humanresources@maginternational.org) by 10 May 2009. *You may, if you wish, send a CV to accompany your application form.*

## Interview Arrangements

Most of our interviews are conducted by telephone. Please advise us of any dates that you would not be available for interview if you were shortlisted.

If you have been shortlisted you will be contacted by e-mail to confirm interview arrangements. If you have not been contacted by 31 May 2009, you should assume that your application has not been successful.