

## **GENERAL INFORMATION: Logistics Manager, DRC**

### **Terms of Appointment**

This is a permanent post starting in January 2012. This post has unaccompanied status. The place of work will be DRC although all international staff may be required to transfer to other MAG overseas operations on a temporary or permanent basis

## **THE BENEFITS PACKAGE**

### **Remuneration**

The total remuneration for this post is **£26,475 - £29,547 per annum**. This figure includes a hardship allowance of £2,000 hardship allowance and basic salary.

The basic salary range in detail is

The salary range for this post is £24,475 - £27,547 per annum, and the pay ranges are:

Point 1	£24,475
Point 2	£25,209
Point 3	£25,966
Point 4	£26,745
Point 5	£27,547

The starting salary is normally Point 1 of the scale. However, in exceptional circumstances appointment over and above point 1 may be considered. Subject to satisfactory performance, progression will be automatic with individuals getting an increment every 12 months until they reach point 4. In exceptional circumstances point 5 may be awarded to candidates clearly demonstrating that they are performing duties beyond the expectations of the job description. Salaries are fixed in sterling but we will convert to whichever currency your bank account is held. Please note that MAG cannot be responsible for any fluctuations in exchange rates during employment.

### **Per Diem**

MAG will also provide food or a per diem payment while working overseas. For staff deployed to DRC, the per diem payment, paid monthly in country in addition to salary, is circa \$12,000 per annum.

### **Annual Leave Entitlement**

Annual leave entitlement starts at 6 weeks per annum and increases with service to 8 weeks per annum. MAG will also provide 3 unaccompanied flights home from the country programme in each completed 12 month period.

### **Breather Breaks**

International staff in DRC will receive breather breaks in addition to annual leave. For each of these breather breaks, MAG will pay for return flights to a designated regional destination for you and will also provide \$630 for food and accommodation costs.

### **Accommodation**

All international staff will have accommodation in their programme country provided for them by MAG. This will however differ in standard dependant on the programme location. MAG will also provide accommodation whilst travelling internationally where appropriate and required.

### **Insurance**

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

## **OTHER TERMS**

### **Working Hours**

There are no fixed hours of work.

### **Pension Scheme**

There is no pension scheme for international employees.

### **Probation**

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

# APPOINTMENT

## Medical clearance

It is our duty to ensure that all MAG staff are medically fit to undertake their work. All offers of employment with MAG are therefore subject to satisfactory medical clearance. MAG uses the services of Interhealth, a UK-based travel health organisation to assess employees' health and welfare prior to deployment. Successful candidates only will be required to undergo their pre-deployment medical process. All reasonable costs will be borne by MAG.

## References

All offers of employment will be subject to the receipt of two professional references satisfactory to MAG and verification of your professional membership and qualifications.

## Response Instructions

Application is by completed application support form. This document should be submitted to [humanresources@maginternational.org](mailto:humanresources@maginternational.org) by Sunday 2 October 2011.

## 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 within 3 weeks of the closing date, you should assume that your application has not been successful.