

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, with some international travel

MAG's Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy. 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, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear. 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'.

MAG's Values: Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose.

EXPERT - through excellence and expertise we build trust.

INTEGRITY - we strive to do the right thing.

COMPASSION - people come first in everything we do.

INCLUSIVE - we are inclusive, and we value diversity.

Job Purpose:

To strategically manage the procurement function to support MAG's organisational goals, drive cost savings, ensure quality and compliance, and mitigate risks, while fostering strong supplier relationships and leveraging technological advancements. To lead MAG's procurement team based out of our Manchester office.

MAG's Procurement team supports MAG's UK office and programmes to ensure the highly effective supply of equipment, goods, and services. Commodities include high value mechanical assets, vehicles, EOD equipment, detection equipment as well as general humanitarian commodities.

Job Description

In charge of all International Procurement Operations, including:

- Managing all MAG international contracts and agreements established by Manchester office, ensuring constant coverage for the critical commodities identified by leading in identified international sourcing processes, or providing oversight when they are delegated.
- Define, monitor and analyse the key indicators to follow proc. Activity, including 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 the delivery to MAG Programmes of all ordered commodities both when managed in-house and when outsourced to freight mgmt. partner, optimising freight management in terms of lead time, cost and environmental impact.
- 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 along the order processing is provided to relevant stakeholders and that all international orders are tracked, documented and archived as per MAG and Donors' standards, and provide management with analysis over the performance of the team.
- Line managing of procurement team in charge of sourcing commodities, processing orders from international contracts and following up on the freight management up to final recipient.
- Improving International and UK Procurement process aiming to reduce overall interactions with requesting programmes, and reduce the overall time of the end-to-end process; this include improving the tools being used, the communication channels, the coordination mechanisms, etc.
- Supporting Programmes in managing their demand planning & international procurement planning, promoting early identification and expression to the needs in order to minimize international procurement lead time impact on operations.

In charge of HQ 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.
- Coordinate with Manchester office counterparts for procurement activities, and advise requestors in best approach to sourcing commodities.
- Leading the adoption process and training implementation for New Procurement Policies and Guidelines in Manchester office.

Supports Programmes Local Procurement function, including:

- 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, including:

- Contributing to the global adoption of new procurement Standards, best practices and SOPs.
- Supporting in the adoption and roll-out of MAG Procurement Tracking App.

Management, including:

- Line Management of 2 Staff members.
- 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.
- Promote a working environment that takes into account diversity of approaches and encourages trust and collaborative work. Regulate individual and collective tensions.
- 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

- Previous experience working on international procurement of dual usage equipment and/or restricted goods.
- 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, overseeing orders processing activities, and in managing suppliers' performance and contracts fulfilment.
- Previous experience in team management and capacity building.
- Understanding of public procurement procedures and contracting.
- Previous experience in supporting/leading internal change management processes 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 to support professional development of team members.
- 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 fora.

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.

Signed employee:	Date:
Signed manager:	Date:

July 2025