



Job Specification: Logistics Manager

Department:	Programmes
Scale:	PSM 4
Line managed by:	Head of Support Services (HoSS)
Responsible for line managing:	National staff as directed by the HoSS
Location:	Laos PDR

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity.

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 and build safer futures. 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'.

Job Purpose:

The Logistics Manager (LM) will ensure local processes and controls are designed, implemented, adhered to and continuously improved within the Logistics department in line with MAG global policies, good practice and donor guidelines.

Reporting to the Head of Support Services (HoSS), the LM will be accountable for managing the development of the Logistics department to support the operations of the programme, which has grown significantly in past 2 years and continues to grow.

Due to the nature of the role, it is expected that the LM will travel 30% within Laos. This may fluctuate depending on programme need.

Job Description

Procurement

- Lead on consolidating procurement plans across different projects and bases, enabling consolidation of purchases, reducing spot-buy and reducing small transactions involving suppliers' selection.
- Lead in the development and drafting of a country procurement strategy, setting which procedure will be used for each of the identified market categories and sub-categories and support on the processes when requested.
- Lead on improvements to the programme's current procurement tracking mechanism which includes, in addition to procurement tracking, supplier database management and contracts management.
- Lead finalisation of an end-to-end supply chain, leading standardisation of procurement needs, denomination and specifications across all procurement and logistics activities.
- Oversee the selection and appointment of suppliers in line with procurement procedures, conducting local market surveys, competitive tendering processes and the development of fit for purpose supply agreements. Actively partake in negotiating preferred supplier agreements.
- Lead and establish a process for dissemination of best practices and enforcement of MAG key policies across suppliers including safeguarding, anti-corruption, anti-bribery policy, anti-human trafficking and anti-slavery.
- Lead and establish a process for organising, tracking and monitoring the safe transport and storage of equipment and assets ensuring that all relevant staff are kept updated regarding progress.
- Ensure relevant licences and permissions are sought where required for the procurement and use of sensitive equipment.
- Lead coordination with HQ procurement team on all items needing to be purchased internationally, to ensure the shortest possible procurement processing time, and ensure customs clearance/import/export/tax exemptions approvals from local authorities are in place whenever needed.
- Support the national logistics team in developing and producing a monthly report of procurement activities and achievements across locations, highlighting key challenges.

Asset Management

- Lead on improvements to the programme's current asset management process, ensuring assets are tracked, maintained, serviced and/or disposed of in line with MAG and donor policies keeping the programme asset register accurate and up to date.
- Ensure that all programme assets are maintained and serviced in coordination with the Mechanic Support Manager for fleet.
- Oversee, perform and document spot checks of asset management activities in all locations.
- Support the national logistic team in maintaining the asset register.

Inventory Management

- Lead on the setup and implementation of the standardised country-level inventory management system developed across all locations.
- Lead on identifying, setting and monitoring flexible minimum and maximum stock levels for all items by analysing consumption patterns across locations taking into consideration usage patterns and replenishment time to ensure a pro-active automatic replenishment mechanism is in place.
- Support the logistics team in ensuring inventory sheets across all locations are standardised, up to date, consolidated at country level, shared weekly/bi-weekly with relevant stakeholders to monitor the inventory flows and levels to avoid out of stock and overstocking situations.
- Support the logistics team in producing monthly reporting and analysis on inventory management for all locations.

Fleet Management

- Enhance Team Capacities. Increase the capacity of the national Fleet Manager and ensure links between Fleet, Procurement and Mechanical Assets.
- Fleet Design. Having visibility of the budget, plan the fleet needs in terms of sourcing/disposal of vehicles and keep the right balance between rented/owned.
- Review and adapt, when necessary the fleet specific procedures to ensure the adequate management of the fleet. Ensure adequate management of the related costs (maintenance, fuel, repairs) and risks, and monitoring the performance of vehicles.
- Insurance Advice. Providing supervisor advice on vehicle insurance in the programme in order to find the most efficient coverage.
- Ensure adequate coaching and monitoring of the National Fleet Manager, specifically in relation to the following activities:
 - a) Maintenance: Proactive maintenance schedule is followed for all the vehicles. Link with the Mechanics for all preventive and reactive maintenance activities and ensure all the information is timely recorded.
 - b) Rented Vehicles. Support the procurement team in the evaluation and selection of rented vehicles in terms of technical, administrative documents and insurance.
 - c) Drivers Coaching. Drivers are provided with regular training and tools to follow all MAG rules and regulations, including taking good care of their vehicles, prevent damage, perform the routine maintenance activities, report incidents and ensure the fill in of the vehicle logbook with all relevant information.

Policies, Systems and Records

- Lead the adoption by the Laos programme of the new global MAG procurement policy and handbook per roll out schedule agreed with Global Logistics team and programme Senior Management Team. Ensure that MAG's logistics and procurement policies, procedures and guidelines are known, implemented and adhered to, and draft/refresh local adaptations to increase accountability, efficiency and transparency of the programme's logistics functions.
- Support, when required, the rollout of new management systems as part of MAG global initiatives.
- Maintain accurate and comprehensive administrative records relating to all purchases and shipments in line with MAG procedures and donor requirements to ensure transparency and accountability.
- Ensure compliance and application of the programme security plan, safety and security policies and controls to ensure the safety and security of MAGs assets and resources.
- Play a key role in the Incident Management Team as and when required.

Quality Management

- Establish a structured quality management plan and quality management tools which may be handed over to the programme for use by national managers to perform checks in the long-run. Quality management checks may include, but are not limited to, the following:
 - Spot checking procurement undertaken by teams in different locations;
 - Physically verifying assets to ensure the accuracy of information included in asset registers; and/or
 - Selectively reperforming inventory counts to ensure the accuracy of stock inventory records.

Capacity Building and HR

- Identify training needs of logistics staff and establish a structured training plan and training tools which may be handed over to the programme for use by the national LM to deliver training in the long-run.
- Design, develop, deliver and evaluate training programmes appropriate to the needs of Logistics staff at all levels to enhance their understanding of the following:
 - Procurement processes;
 - Asset management processes;
 - Inventory management processes; and
 - Key controls embedded in each of the above processes.
- Design, develop, deliver and evaluate training programmes appropriate to the need of Logistics management to enhance their understanding of donor requirements and limitations.
- Design, develop, deliver and evaluate training programmes appropriate to the needs of non-Logistics staff at all levels to enhance their understanding of the role of the Logistics department and the scope of the departments' responsibilities.
- Provide on-the-job training appropriate to the needs of Logistics staff at all levels on an ad-hoc basis.
- Work closely with the HR team and national Logistics Manager to build on the existing capacity of national teams through quality recruitment of new staff.

Key Relationships and Networking

Internal

- Work with the national Logistics Team to ensure the programme Senior Management Team are kept up-to-date of all relevant issues relating to logistics.
- Work with the international Technical Operations Manager to ensure the needs of operations are being met in the most efficient way possible.
- Engage with MAG's Global Procurement and Logistics team to ensure the programme are adhering to global policies and procedures.

External

- Develop and maintain positive working relationships with contacts with other agencies, relevant local authorities and ministries on logistics.

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.
- 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.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Experience of coordinating all aspects of a robust supply chain.
- Experience of managing and monitoring low value, high quantity consumable purchases
- Experience of implementing and managing logistic controls to support the operational requirements of a project or programme.
- Experience of working in a developing country and an understanding of the constraints this imposes.
- Excellent people management experience with proven ability to lead, develop and manage staff.

Essential Skills and Knowledge

- Knowledge of relevant international export/import procedures and guidelines.
- Experience of working on procurement and invoicing processes.
- Understanding of ethical purchasing guidelines and INGO standards.
- Ability to develop and maintain clear record keeping systems to monitor supply chain and asset management.
- Excellent organisational skills with the ability to coordinate, plan and prioritise activities.
- Excellent literacy, numeracy and IT skills (e.g. Word/Excel).
- The ability to communicate with clarity and credibility on paper and face-to-face.
- Effective negotiation skills.

Essential Aptitude

- Proactive, innovative, and flexible with a problem-solving approach where systems can be improved.
- Determined and committed to the highest quality standards.
- Ability to integrate into a varied team and establish effective working relationships at all levels internally and externally.
- Ability to meet deadlines and work calmly under pressure.
- Ability to handle and prioritise a heavy workload.
- Ability to represent and promote MAG.
- Interest in and commitment to MAG's humanitarian and capacity building mandate.
- Attention to detail, specifically with regard to paperwork / equipment.

Qualifications

- Degree or equivalent in relevant subject area (Business Administration, Logistics, Supply chains)

Desirable Skills and Knowledge

- Experience of working in South East Asia.

Signed employee:	Date:
Signed manager:	Date:

September 2022