Job Specification: Logistics Manager

Department:	Programmes
Scale:	PSM 4
Line managed by:	Head of Support Services
Responsible for line managing:	Locally recruited logistics team / other locally recruited employees as necessary
Location:	Ukraine

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 is responsible for procurement, asset management, fleet management, inventory management, premises and facilities and IT within the MAG Ukraine programme.
- As MAG is starting operations in Ukraine, the Logistics Manager will be responsible for developing, implementing and managing the logistics operational platform for the set-up and scale up of operations.
- Leading the set-up of the Logistics team, selecting, inducting, training and managing all Logistics staff for the MAG Ukraine Programme.
- Providing strategic support to the Programme SMT in all areas of project implementation pertinent to Logistics and IT.

Job Description

Procurement and Supply

- Provide technical logistics and procurement expertise to the programme SMT to guide the development of budgets, proposals and operational plans, ensuring that new projects are appropriately resourced and costed.
- Develop and update programme procurement plans to ensure timely procurement and a smooth supply chain to enable the efficient running of operations.
- Manage the end-to-end procurement process, in line with MAG and donor procurement procedures, ensuring control of the supply chain, and that value for money is achieved.
- 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.
- Organise, track and monitor the safe transport and storage of equipment and assets ensuring that all relevant staff are kept updated regarding progress.
- Work with customs and other stakeholders to ensure the timely and cost effective clearance of goods shipped internationally.
- Ensure relevant licences and permissions are sought where required for the procurement and use of sensitive equipment.

Policies, Systems and Records

- Maintain accurate and comprehensive administrative records relating to all purchases and shipments in line with MAG procedures and donor regulations to ensure transparency and accountability.
- Ensure that MAG's logistics and procurement policies, procedures, systems and guidelines are implemented and adhered to.
- Develop and implement policies, procedures and systems that will improve the accountability, transparency and efficiency of the programme's logistics and procurement function.

Asset and Stock management

- Implement and maintain inventory systems to ensure that robust control mechanisms and minimum stock balances are in place and working effectively.
- Oversee programme assets, ensuring assets are tracked, maintained and serviced and the programme asset register is accurate and up-to-date.
- Manage the life cycle of programme assets, ensuring their timely disposal in line with MAG and donor policy.
- Supervise and coordinate all matters relating to transport and fuel management to ensure that vehicles are used appropriately and safely, insurance is in place, damages are reported, services take place and fuel consumption is regulated and recorded.

Management and Training

- Supervise and line manage department staff in line with MAGs HR policies and procedures.
- Plan and deliver capacity building opportunities for line reports.
- Provide training and briefings for national and international staff to enhance their understanding of logistical procedures, asset control, inventory, stores control and MAG Policies and Procedures.

Relationships and networking

- Ensure the programme management team are kept up-to-date of all relevant issues relating to logistics.
- Maintain and develop contacts with other agencies and relevant local authorities and ministries on logistics and procurement issues.

Fleet Management

- In conjunction with SMT, define vehicle fleet requirements to support MAG Operations in Ukraine, and develop a fleet strategy.
- Lead the implementation of tracking and management system for vehicles and generators
- Ensure vehicle usage plans, maintenance and servicing plans are established.
- Lead the set-up of the fleet management team in Ukraine, by recruiting and inducting the staff
- Ensure appropriate systems for training and monitoring work of drivers and mechanics.
- Ensure the vehicles are used in the most efficient, safe and secure way as per the operational context requirements

ICT

- Lead the set-up of the IT infrastructure for MAG's offices in Ukraine
- Disseminate and train staff on IT policies and MAG IT platforms (SharePoint, teams, OneDrive)
- Recruit and line manage staff responsible for the day-to-day management of all IT hardware, including maintenance and troubleshooting.
- Ensure adequate induction of new staff in all IT policies.

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 implementing and managing logistical controls to support the operational requirements of a project or programme
- Experience of working in a developing country or conflict zone and an understanding of the constraints this imposes.
- Experience of managing and capacity building a team of national staff

Essential Skills and Knowledge

- Knowledge of relevant international export/import procedures and guidelines
- 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
- Fluency in English

Essential Aptitude

- Innovative, flexible and proactive 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

Desirable

- Experience of working on procurement and invoicing processes
- Experience of export licensing procedures

Signed employee:	**Date:**
Signed manager:	**Date:**

July 2022