

## Job Specification: Global Procurement & Logistics Advisor

Department:	Programmes
Scale:	PSM Grade 5
Line managed by:	Head of Global Procurement and Logistics
Responsible for line managing:	N/A – Potential Line Management of Logistics or other team members during specific deployments
Location:	Roving: Home based with 60% travel

**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'.

**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:

The Procurement and Logistics Advisor provides strategic and operational logistics support to multiple country programmes across allocated portfolio while acting as enabler for MAG's Procurement and Logistics function transformation initiative

This position facilitates logistics change management, supporting the adoption of MAG's logistics and procurement SOPs and systems at country programmes level, while also providing hands-on support to country programmes counterparts in managing any contingent needs.

The post holder will work closely with key colleagues across multiple MAG functions and geographical locations to ensure adequate risk management processes are in place for MAG's Procurement and Logistics operations.

### Job Description

#### Supporting the adoption and contextualization of MAG Global Logistics SOPs & Systems in country programmes

- Manage and maintain effective working relationships with key stakeholders within the assigned country programmes portfolio. Ensuring adequate level of engagement in delivering MAG Global Procurement and Logistics initiatives through communication, information sharing and participation to relevant forums.
- Act as an enabler for the roll-out of MAG's new Logistics SOPs and System through deployments and remote work. Providing hands-on support and facilitating the transition process for country programme counterparts, specifically but not limited to
  - o SharePoint platform and Teams site, supporting the adoption of new ways of working, and manage data

- Any further development of existing Procurement toolkits of SOPs
- Global asset tracking system, asset management SOPs and toolkit – improving the whole lifecycle management of Assets from acquisition to disposal
- Global fleet management improvement initiatives, including the adoption of Fleet Management standards, toolkit and a global fleet management system.
- Work with Manchester office and country programme counterparts to set up and maintain an adequate Procurement and Logistics data management system, supporting the production of quality data and coordinating with relevant counterparts to support the adoption of logistics analytics and KPIs.
- Support Global Logistics Team initiatives, working on assigned projects and collaborating with team members
- Consolidate the feedback and inputs from assigned portfolio of country programmes on anything developed at global level, ensuring that field requirements and constraints are embedded in the design of new SOPs and Systems.
- Support country programmes and regional stakeholders by assessing compliance with global standards across all areas of Procurement and Logistics, and promoting best business practices.
- Actively coordinate with Financial Compliance and Risk management functions concerning anything pertinent to Logistics activities in the assigned portfolio. This may include supporting audits, investigations, and risk mitigation initiatives.

#### **Supporting the management of Procurement and Logistics output and performance in country programmes**

- Provide technical and strategic support to Procurement and Logistics teams in assigned country programmes, across all areas of Procurement and Logistics, via deployment and remote engagement.
- With specific focus on delivering adequate risk management and cost-reduction, support Local or International Tender Processes across assigned portfolios for all high risk/high volume market categories.
- Provide Procurement internal review sign-off on Local Procurement processes requiring Manchester Office approval and support the procurement dossiers review process across the other stakeholders in the global Delegation of Authority.
- Provide on the ground hands-on support on scale up/down processes for country programmes operations, ensuring maximisation of available resources, scalability of logistics management structure, and risk mitigation.
- Coordinate any deployment from the MAG Logistics Roster to any country programme of the assigned portfolio, ensuring remote support and follow up on the TOR deliverables.
- Support any complex proposal development processes for assigned country programmes
- Promote and facilitate communication, coordination and peer support across the country programmes

#### **Coordinating between International Procurement team and Logistics team and Programmes**

- Support international procurement planning and consolidation activities, pro-actively coordinating needs across country programmes in the assigned portfolio and coordinating with MAG's International Procurement team to streamline communication, troubleshooting and follow up for international purchase processes.

#### **Supporting Country Programmes and Regional Leadership**

- Provide technical and strategic support on Procurement and Logistics matters to Regional Directors and senior Programmes stakeholders, acting as a technical focal point and advisor as needed.
- Upon request, carry out logistics assessments at country programmes level in coordination with RDs, CDs, TOMs and Support Services Leads for assigned country programmes portfolio.
- Support any non-logistics improvement initiative as pertinent, ensuring proper engagement of key stakeholders and when required providing coordination support to any other MAG internal function delivering change and improvement initiatives.

#### **People Management**

- This position does not have any line management responsibility however, it may provide interim in-country coverage for any vacant senior logistics positions. This involves managing the in-country logistics team and ensuring a quality handover once the senior role is filled.
- Lead remote and/or on-the-ground induction process for all new senior procurement and logistics staff, and for national roles when appropriate.
- Support all phases of recruitment processes for senior procurement and logistics staff across assigned portfolio.
- Act as a portfolio focal point for the capacity building component of Procurement and Logistics standards implementation, including the identification and training of in-country focal points
- Support in-country logistics leads to improve the overall management of the logistics teams' performance, ensuring adequate performance objectives are developed to support staff development.
- Support country programmes counterparts in improving Job Specifications within the procurement and logistics functional area, ensuring coherence and consistency.

**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.
- Work towards achieving department business plan objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- 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.

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## Personal Specification

### Essential Experience

Senior international procurement and logistics management experience in NGO/humanitarian sector, including:

- Managing large-scale Procurement and Logistics operations in complex / high-risk environments.
- Management experience at both field and head office level, within more than one country of operations.
- A strong record in ensuring inter-departmental communication and collaboration across various functions.
- Leading large teams, ensuring quality team management including staff capacity development.
- Experience in the set-up, review and continuous improvement of logistics management systems.
- Experience in optimization of organizational resources, including running assessments of end-to-end supply chain and supporting teams re-structuring processes.
- Proven experience having played a leading role within organizational change management initiatives.

### Essential Skills and Knowledge

- Excellent communication and interpersonal skills, with the ability to establish effective working relationships at all levels internally and externally.
- Outstanding influencing and negotiating skills
- Working proficiency (spoken, written, reading) in English
- Developed IT and data management skills, (e.g. proficient user of MS Office365, Teams, SharePoint, PowerBI etc.)
- Ability to provide quality reports and information
- Ability to efficiently work remotely, coordinating and communicating adequately with key stakeholders
- Ability to lead, manage, motivate and develop a team.
- Strong analytical skills, with capacity to run analysis from multiple data sources.

### Essential Aptitude

- Innovative, creative and proactive with an analytical and solution-oriented approach
- Ability to adapt to different stakeholders and audiences
- Excellent organizational skills with the ability to prioritize a busy workload, meet deadlines and work calmly under pressure which may include conflicting demands
- Self-motivated, flexible, and having a problem-solving attitude
- Capacity to work under limited supervision
- Ability to work in remote locations for limited periods of time
- Availability to undertake significant work-related travel
- Commitment to live by and promote MAG's strategic objectives
- Ability to understand, demonstrate and apply MAG values

### Qualifications

- Educated to degree level in any relevant area for the role, such as Procurement, Logistics, Supply Chain Management, Engineering or in any relevant discipline; equivalent extensive work experience at a senior level is acceptable.

### Desirable Criteria

- Previous experience within the countries where MAG operates
- Ability to speak a second language relevant for the countries where MAG operates
- Previous experience in a Mine Action organisation

<b>Signed employee:</b>	<b>Date:</b>
<b>Signed manager:</b>	<b>Date:</b>

November 2023