

Job Specification: Logistics Manager

Department:	Programmes
Scale:	PSM 4
Line managed by:	Country Director
Responsible for line managing:	Local Logistics and Procurement team
Location:	Syria

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:

The Logistics Manager (LM) will lead and coordinate MAG Syria’s logistics function, including procurement, fleet and asset management, warehousing, supply chain planning and field support. The role ensures that MAG’s operations are effectively and safely supported, in line with internal policies, donor requirements, security standards, and humanitarian best practices.

The Logistics Manager also plays a key role in maintaining the physical and procedural elements of **operational security**, supporting the safety of MAG personnel and assets in coordination with the Security Focal Point and senior management.

Job Description

Procurement & Supply Chain

- Provide strategic and technical guidance to the Senior Management Team (SMT) on procurement planning and supply chain setup in line with EOD (Explosive Ordnance Disposal) operational needs.
- Develop and manage procurement plans that anticipate needs and minimise disruption to field operations.
- Ensure all procurement activities, local and international, are compliant with MAG policies and donor regulations, and that value for money is achieved.



- Lead on market assessments, supplier identification, tender processes, contract negotiation and performance monitoring.
- Coordinate international shipments and customs clearance, ensuring timely and cost-efficient movement of goods.
- Ensure that relevant permits and licences are obtained for sensitive and controlled equipment.

Stock, Asset and Inventory Management

- Establish and oversee inventory systems that ensure accurate, real-time visibility of stock movements and balances.
- Maintain stock levels to guarantee uninterrupted support to field bases, with systems for forecasting, minimum stock thresholds, replenishment, and reporting.
- Organise and supervise physical inventories, ensuring reconciliation with records and investigation of discrepancies.
- Oversee the management, servicing and tracking of MAG programme assets (e.g., vehicles, EOD tools, radios, PPE).
- Ensure proper procedures for asset handover, disposal, donation or reallocation, in line with MAG and donor policy.
- Supervise warehouse layout, organisation, and safety in accordance with best practices and security considerations.

Logistics Hub and Field Base Support

- Establish and manage a logistics hub to serve all field locations.
- Design and supervise a distribution system that ensures timely delivery of equipment and consumables to operational sites.
- Ensure consistent and structured transport planning for goods and personnel movement between hubs and bases.
- Provide logistics input in identifying and setting up new operational bases, including conducting assessments and supervising infrastructure works or refurbishments.

Operational Security & Risk Management

- Support the SMT and Security Focal Point in implementing the programme's security plan, with logistics procedures aligned to safety and access strategies.
- Ensure logistics-related risk mitigation measures are implemented: physical access controls, communications systems, contingency stock..
- Actively participate in the Incident Management Team and crisis response planning.

Policy Implementation, Compliance & Record Keeping

- Ensure full compliance with MAG's logistics, procurement, and asset management policies.
- Maintain complete and audit-ready records for all procurement and logistics activities.
- Lead continuous improvement of logistics systems, workflows and SOPs in line with MAG global tools and evolving operational realities.
- Support donor reporting through accurate and timely logistics and procurement documentation.

Team Management & Capacity Building

- Line manage logistics staff, including performance planning, coaching, and professional development.
- Build the capacity of local and international staff in procurement, stock management..
- Deliver structured induction and refresher trainings on MAG logistics and compliance procedures.
- Foster a culture of accountability, transparency, and continuous improvement in the logistics team.

Coordination & External Engagement

- Liaise with Syrian authorities, UN agencies, peer INGOs and logistics clusters on procurement and import/export matters.
- Maintain up-to-date contact lists and information flows relevant to logistics and supply chain operations.



- Coordinate closely with the MAG Iraq team on cross-border logistics and harmonised systems when relevant.

ICT Oversight

- Oversee basic IT infrastructure support in coordination with global IT support teams.
- Ensure IT-related resources meet operational needs and that staff are inducted into MAG's IT policies and data protection protocols.

All 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

- Strong experience in logistics roles within humanitarian or development programmes.
- Experience managing supply chains in complex, high-risk or resource-constrained environments.
- Proven experience in procurement compliance, contract management, and audit preparation.
- Experience in managing inventories, warehouse systems and logistics hubs.
- Experience managing and developing teams, especially local staff in diverse and challenging settings.

Essential Skills and Knowledge

- Deep understanding of international procurement, import/export rules, and ethical sourcing.
- Familiarity with logistics in support of technical field operations (e.g., engineering, EOD, WASH).
- Strong analytical and planning skills, with the ability to design and implement systems and workflows.
- Excellent IT skills including MS Excel and familiarity with logistics platforms or ERP systems.
- Fluency in English (spoken and written);

Essential Aptitude

- Resilient, flexible and calm under pressure.
- Detail-oriented, especially in compliance and risk-sensitive operations.
- Excellent interpersonal and intercultural communication skills.
- Strong commitment to MAG's humanitarian values and working principles.
- Strong sense of responsibility for the safety and security of teams and assets.

Desirable

- Previous experience in mine action or explosive ordnance risk reduction (EOD/RE) settings.
- Experience with export controls or licensing for dual-use items.



- Experience working in Syria or the wider MENA region.
- Qualification in logistics, supply chain or engineering.
- Arabic language skills

Signed employee:	Date:
Signed manager:	Date:

June 2025