



Job Specification:

Procurement and Logistics Manager - Roving

Department:	Programmes
Scale:	PSM 4
Line managed by:	Regional Procurement and Logistics Manager (RPLM)
Responsible for line managing:	N/A
Location:	Ouagadougou with travel within the Sahel and West Africa region. Depending on the candidate profile there is flexibility within the region in terms of where the candidate may be based.

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:

Provide expert remote and on-the-ground support to in-country Logistics and Procurement leads, focusing on supporting them in critical areas of logistics operations and on ensuring standardization of processes and tools and adoption of MAG global relevant policies applied or to be applied in the Sahel West Africa region.

Input and help drive wider procurement and logistics transformation, focused on improvements to systems and processes and increasing efficiency.

Develop, implement, and support the development of plans and initiatives to build the capacity of in-country Procurement and Logistics teams/focal points and functions.

Job Description

Country Programme Support

- Provide remote and on-the-ground support to in-country Procurement and Logistics teams/focal points for all areas of Procurement and Logistics Management.

Compliance, Management Systems and continuous improvement

- Facilitate dissemination and monitor the adoption at Programme level of all Procurement and Logistics policies, guidelines, tools and SOPs; ensuring in-country adaptation and implementation is aligned with MAG's overall compliance requirements.
- Support in-country Logistics leads in improving the work organization and overall management of logistics teams'/focal points performance.
- Support the set-up of an appropriate and effective data management system across MAG Sahel and West Africa, related to all areas of procurement and logistics.

Procurement:

- Support the RPLM and Programmes in achieving an effective and efficient procurement function, supporting, where requested, the development of procurement planning systems, procurement strategies aligned with identified market categories, supplier management processes and reviews of structure and capacity of procurement functions.
- Provide capacity building in procurement management and in the implementation of procurement processes, targeting all levels of in-country staff capacities and all relevant stakeholders
- Directly or remotely support critical procurement processes when required, including tenders for complex market categories such as technical sub-contracting or critical equipment.
- Support countries in setting up adequate procurement tracking systems rolled out by the MAG Manchester office adopted for the region and in performing analysis of procurement function performance, including identification and monitoring of KPIs.



- Identify weaknesses in procurement functions at programme level, supporting the RPLM, Senior Managers in Country (SMiCs) and Regional Programmes Managers (RPMs) in reducing any risk linked to the procurement function

Inventory Management

- Support programmes in improving inventory and stock management systems during deployments, by identifying gaps, challenges, and opportunities.
- Provide capacity building to key stakeholders in stock management best practices and efficient inventory management.
- Support countries in setting up internal stock and inventory monitoring system, ensuring that key stakeholders have the right visibility over the available stock and consumptions, and ensuring an efficient and cost-effective stock management system is in place.
- Ensure that local contextual challenges are fed in on regional improvement initiatives concerning inventory management.

Fleet Management

- Together with the RPLM, support the MAG Manchester office in the development and implementation of effective and efficient fleet management systems when required.
- Ensure management systems in place for fleets are adequate and mitigate risks, ensuring they effectively drives efficiencies and provides value for money.
- Ensure proper management of spare parts, focusing on quality, value for money, and limiting risk and inefficiencies where available.
- Ensure best practices and strong quality assurance mechanisms are in place concerning fleet maintenance and repairs, both when repairs is externalised or when the programmes have an in-house mechanical workshop.
- Support the improvement of data production, manipulation and management concerning fleet management.

Asset Management

- Support programmes in improving overall asset management systems, tools and processes.
- Support programmes in asset disposal exercises, both remotely (guidance and review of key documents) and on the ground for specific high-risk or high complexity situations, ensuring maximisation of value for MAG and compliance with all donors' regulations.
- Together with the RPLM, Support programmes to develop a strategic approach to asset management, including embedding management of asset over its whole life-cycle practices.

Human Resources

- When requested, support all phases of recruitment processes for support and/or procurement and logistics staff.
- When requested, support remote or on-the-ground induction of new procurement and logistics staff/focal points.
- Exceptionally and limited to specific situations, the role may provide interim in-country programme logistics lead cover, including receiving and then passing on a handover.

Organisational Support

- Complete internal assessments of the Procurement and Logistics function at country level when required.
- If and when needed, support scale up/down processes for country programmes operations.
- If and when needed, support the development process for new projects
- When required, support the Regional Procurement Function in critical tendering processes
- When required, provide interim support for any Regional Procurement and Logistics/Support Services role to avoid disruption in service level provision.

Support to the Region in the Global Procurement and Logistics transformation initiative

- Support the Regional Procurement and Logistics Manager in the review and improvement of any policy, guideline, tool or SOP, per global transformation initiative objectives adopted/to be adopted by the region.
- Lead on the collection, consolidation and analysis of key data and information.
- Actively support the roll out of initiatives, ensuring quality change management support to programmes.
- Provide capacity building support and activities to programme staff and different stakeholders, linked to the rollout of any element of the transformation initiative.

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.
- Identify and communicate risk and threats and mitigate these for self and organisation.
- Take measures to do no harm and to minimise risks for partners and crisis-affected people.
- 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

- Relevant qualifications in Procurement, Logistics, Supply Chain Management or related academic fields
- Demonstrable Senior Level Experience in Procurement, Logistics and Inventory (Supply Chain) management, supporting complex operations and high volumes;
- Significant experience managing high volume, high complexity procurement activities in developing countries and/or complex markets;
- Significant experience in supply chain process improvement and organizational change management (e.g. adoption of new policies and tools, digitalization of supply chain processes)
- Experience in an international organisation or NGO context

Essential Skills and Knowledge

- Excellent organisational skills with the ability to coordinate, plan and prioritise activities;
- Full understanding of Project Life-Cycle dynamics and its interaction with Procurement and Inventory Management Processes
- Self-Organized, and ability to work under limited supervision
- Strong Analytical skills in managing Supply Chain (Procurement and Inventory) Data
- Excellent literacy, numeracy and IT skills (e.g. Word/Excel);
- Fluency in English and French

Signed employee:	Date:
Signed manager:	Date: