MAG CARIBBEAN Job Description	
Job Title:	Logistics Officer
Line managed by:	Programme Officer
Line manages:	N/A
Location:	Trinidad & Tobago

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Overview of role:

Responsible for providing logistics and procurement support to MAG Caribbean, ensuring MAG logistics policies and procedures are followed.

Responsibilities:

Procurement & Logistics

- Ensure that MAG's logistics and procurement policies, procedures, systems and guidelines are implemented and adhered to by all staff
- Support with identification and assessment of suppliers in the relevant local market
- Support colleagues in the preparation of tender processes, with a special focus on the specifications, scope of works, bill of quantities and terms of references for the different types of goods/services purchased.
- Manage competitive procurement processes from local suppliers in an efficient, transparent and timely manner, and support Procurement Committee in the selection processes, ensuring value for money, in adherence with MAG procurement policies
- For the relevant categories, develop and maintain a pricelist of products and a supplier database, developing relationships with local suppliers to ensure MAG gets the best value for money.
- Ensure MAG Procurement Tracker is regularly filled in with procurement information
- 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
- Liaise with International Procurement Team for support on international orders, export control and licensing requirements, and support in identifying best approach to managing freight
- Work with customs to ensure timely and cost effective freight clearance of imports and handover of goods, obtaining permissions where necessary and advising the Technical Field Manager/Team Leader of any delays
- Ensure correct online archiving system for Procurement Dossiers documentation is in place, within the relevant Teams Channel / SharePoint repository.

Stock & Consumables

- Ensure that procured stocks are collected/received, registered and dispatched efficiently, including organising transportation where required

Assets & Record Keeping

- Maintain up to date archives of Asset Records, such as purchase orders, waybills, shipments receipts etc, ensuring that records are rigorously maintained in line with MAG procedures
- Maintain the asset register and ensure all assets are tracked, maintained and serviced
- Organise, track and monitor safe transport and storage of equipment and assets, ensuring relevant staff are kept up to date of progress and any delays

Facilities

- Ensure MAG facilities are adequately managed and maintained as needed

Relationships and networking

- Ensure the Senior Management Team are kept up-to-date of all relevant issues relating to logistics.
- Coordinate with International Procurement team, and work in collaboration with relevant counterparts within the Global Procurement & Logistics Team.

- Maintain and develop contacts with other agencies, suppliers and relevant local authorities and ministries on logistics and procurement issues.

Essential requirements:

- Experience of implementing and managing logistical controls and procedures
- Experience conducting marketing surveys is desirable
- Understanding of ethical purchasing guidelines and ideally knowledge of INGO standards
- Experience managing tenders and selecting and developing good relationships with suppliers
- 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
- Knowledge of import/export procedures and licensing is desirable
- Previous experience completing logistics paperwork and record keeping

Employee name:		**Employee signature:**		**Date:**	
Manager name:		**Manager signature:**		**Date:**	