

JOB ANNOUNCEMENT FOR LAO NATIONAL ONLY



MAG is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their gender, disability, ethnicity, or religious belief.



MAG has been working in Lao PDR since 1994 and delivers responsive and impact driven solutions that enable people affected by Unexploded Ordnance (UXO) to develop their futures in a safer environment. This is achieved by mitigating the effects that UXO has on livelihoods, health and economic and social development of the communities and people in the provinces of Xiengkhouang and Khammouane.

Procurement and Logistics Manager 1 position based in Vientiane Capital

Overview of role: Reporting to the ILM, the PLM is responsible for ensuring full compliance with MAG and donor logistics policies, procedures at Vientiane and field offices level; ensuring all logistics and procurement systems are functioning and all relevant records are maintained; supporting the development and management of project grants, including procurement planning to ensure that operations run effectively and efficiently.

Responsibilities:

General management

- Provide advice to the ILM on all aspects of Logistics — procurement, asset management, warehousing/store inventory and team capacity building.
- Plan and deliver the logistics department's objectives and work plans and report any issue to the ILM to plan corrective action.
- With the support of the ILM, coordinate standardization initiatives, focusing on the efficiency/effectiveness of internal processes.
- With the support of the ILM, coordinate regular reviews of all relevant manuals for logistics functions, suggest adequate improvements based on best practice and manage the dissemination of any relevant changes.
- Provide support to the Country SMT in risk management in Logistics aspects, by raising relevant information to ILM and HoSS (Head of Support Services) on time and regularly.
- Relay all relevant information to the ILM and HoSS to maintain good working relationships between Operations and Support functions.
- With the support of the ILM, maintain the internal controlling (Quality Assurance) system within Logistics across all bases.

Staff management & capacity building

- Oversee the performance of the entire logistics team in Vientiane and supervise the provincial logistics departments.

- In concertation with the ILM, establish coherent and measurable performance objectives for the logistics team in the country and ensure tracking and management of overall team performance.
- Provide advice and guidance to national and international program staff in relation to procurement and logistics, ensuring procurement, asset, stores and stock management procedures are implemented and followed.
- Develop training plans and deliver training on asset control, procurement and inventory in line with MAG Policies and Procedures to enhance the understanding of Logistics staff and build their capacity.
- Participate to improvement projects and implement changes to policies, processes and systems with the support of the ILM.
- Provide effective line management, guidance and support to direct reports, ensuring that work is carried out to a high quality, respecting deadlines requirements and in line with MAG policies and procedures.
- Contribute constantly to Logistics department staff capacity building process.

Procurement, supply chain and suppliers' management

- Oversee procurement activities in the department and perform regular follow-up to ensure goods & supplies are delivered on time.
- Understand and apply finance policies, procurement procedures and other related policies. Ensuring that all purchases conform to procurement rules as set out in the MAG Procurement guideline
- Ensure all relevant documentation produced is properly completed, approved and archived per MAG and donors' standards; and that the archives are efficiently organized and safely managed.
- Coordinate with Log team in general to ensure annual, quarterly and monthly procurement plans are implemented on time and efficiently.
- Participate in tenders and bidders selection process for Preferred Supplier Agreement (PSA), review supplier agreements, Service Level agreements, Lease agreement (when and where requested).
- Manage the program suppliers' database, suppliers selection and contracting with third parties
- Ensure good and open transparent relationships with suppliers and continuously seek new suppliers and survey the market to ensure the best Value for Money in any procurement transactions.
- Support the ILM in coordinating with HQ procurement team on all items needing to be purchased internationally, to ensure the shortest possible procurement processing time, customs clearance, import, export, tax exemptions approvals from local authorities are in place whenever needed.

Asset Management

- Support the ILM with improvements to the programme's current asset management and auditing process, ensuring assets are tracked, maintained, serviced and/or disposed of in line with MAG and donor policies to keep the programme asset register accurate and up to date.
- Ensure that all programme assets are maintained and serviced appropriately via coordination with related departments and external suppliers.
- Oversee, perform spot checks of asset management activities in all bases locations.
- Ensure program asset-related paperwork and report are up-to-date and filed into the appropriate SharePoint locations.
- Ensure programme assets to be audited at least once a year across all bases and provinces.
- Support the national logistic team in maintaining the Asset register and Asset management system.

Store Inventory Management

- Support the ILM with the improvement and implementation of a standardised country-level inventory management system developed across all locations.
- Support the logistics team in ensuring inventory paperwork across all locations are standardised, up to date, consolidated at country level, and actual stock amount is matching with paperwork data and system data
- Conduct random store inventory at bi-monthly basis at least
- Review the logistics team monthly Inventory reporting and analysis on inventory management for all locations.
- Control the quality of Inventory reports to be always up-to-date and oversee the accuracy of inventory reports.

Coordination with other departments

- Oversee coordination with Ops/Technical Managers and other Departments Heads to ensure correct specifications and procurement needs prior to the procurement
- Oversee import process and appropriate documentation.
- Oversee coordination with Finance team in terms of on-time payment on all Logistics and procurement related transactions, and Lease/ rental agreement expenses.
- Together with DPM, support Finance team to provide supporting documents and explanations for audits
- Coordinate with relevant HQ counterparts within the scope of responsibilities.
- Support other departments when and where required

Reporting and others

- Compile and submit Logistics reports to the line manager and relevant stakeholders on time
- Report to the ILM on a regular basis the progresses on all Logistics and Procurement transactions
- Ensure Logistics team timely update the reporting systems (Procurement tracker, Asset tracker, detectors reports...) at a monthly basis.
- Be able to cover DPM, PLCs and LO's duties when staff is absent and when needed.
- Support dissemination of best practices and enforcement of MAG key policies across suppliers including safeguarding, conflict of interest, anti-corruption and anti-bribery policy, anti-human trafficking and anti- slavery, data protection and environmental policy.
- Any other tasks as delegated by the line manager.

External Relationship

- Represent the MAG Lao PDR's Logistics department as and when required in liaising with the local government or other local agencies.
- Represent MAG with stakeholders including suppliers, partners and local authorities to ensure MAG's best interests and smooth implementation of the project activities across all locations.

General

- The post holder is required to travel to MAG's bases in Xieng Khouang and Khammouane and should be available on calls when required. This means weekends and outside of normal office working hours may be requested if needed (compensated in line with MAG policies).
- In case the post holder is based on XiengKhouang or Khammouane, frequent travels to Vientiane capital and other MAG provincial bases are required.

Terms and Conditions

MAG Lao PDR offers a professional work environment, a competitive monthly salary and benefits, and opportunities for training and promotion through our professional development policy.

Application procedure for the positions

Please apply through this link

<https://forms.gle/wqcca7ee3Ci1Ehzz5>

or

To apply for the PLM position through email, kindly send your CV, cover letter, and any other pertinent documents, using the subject line "Apply for PLM Position".

Human.Resources.Laos@maginternational.org

Any inquiries please contact **021 251 849/ 252 004**.

The closing date for applications is 03rd December 2024

Late applications will not be accepted. Only short-listed candidates will be contacted for interview.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing)**, if you have any concerns in this area these should be reported to safeguarding.la@maginternational.org