



Mary's Meals a simple solution to world hunger

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Mary's Meals is administered by Scottish International Relief, a company registered in Scotland. Company number: SC265941, Charity number: SC22140

Job Title	Logistics Manager
Job Location	Blantyre, Malawi
Reporting to	Country Director
Contract Length	12 months
Start Date	As soon as possible
Status	Full-time, expatriate

Objective of Role

The responsibilities and duties for the logistics functions within Mary's Meals Malawi are at present spread across a number of departments and personnel. Logistics systems tend to be ad hoc and weak. The role of the Logistics Manager, which is a temporary position, is to create a logistics department and implement systems to control the logistical functions of the organisation. This will be achieved in coordination with the Country Director (CD) and without impinging on programme activities. The Logistics Manager will develop a Logistics Manual and identify and train a local staff member.

Responsibilities and Key Duties

GENERAL

- Develop a Logistics Manual for Mary's Meals Malawi, in coordination with the Mary's Meals Glasgow office.

TRANSPORT

Develop and implement systems for managing Mary's Meals transport, including:

- Implement and check all transport paperwork including vehicle log books, vehicle km Logs, transport prognosis by heads of departments, payment papers and fuel records.
- Make up vehicle status reports quarterly and submit to CD.
- Assess the effectiveness and cost efficiency of the transport fleet and make recommendations to CD.
- Liaise with local garages to ensure proper vehicle maintenance.
- Ensure safety procedures, driving policy and minimum level of driving training are prioritised and followed by all drivers and passengers.
- Review general technical conditions of the whole fleet.
- Manage the rental of vehicles to ensure safety and value for money.
- Make sure that all transport paperwork and procedures as per Logistics Manual are in place and filed properly.

WAREHOUSING

- Train the Warehouse Manager and provide continuous information support and consultancy to the Warehouse Manager on paper trail, procedures, safety and control of stocks.
- Make sure that all warehouse paper trail and procedures as per Logistics Manual are in place and followed by the Warehouse Manager.
- Carry out weekly stock checks with the Warehouse Manager and conduct a physical count of random items in the warehouses. Perform spot checks of warehouse paperwork including stock cards, delivery and receipt papers.

- Make up the monthly warehouse reports for both the main and the site warehouses in cooperation with the Warehouse Manager and submit this to the Financial Controller.
- Make sure that high standards of hygiene, safety and security of the warehouse compounds are observed.
- When the stock take has been completed, ensure that figures are distributed to the heads of all departments.

COMMUNICATION

- Manage mobile phones and SIM cards.
- Monitor the system managing and controlling the policy on personal calls made from landlines, mobile phones and satellite telephones.

PROCUREMENT

- Ensure that all basic principles, regulations and standards of procurement, including country-specific buying procedures (thresholds of procurement, required documentation and authorisation levels) are consistently applied.
- Ensure that all rules and paper work governing quotation, payment and procurement procedures are adhered to.
- Ensure that a detailed up-to-date vendor roster is maintained.
- Ensure that a system of purchasing documentation is in place to facilitate tracking of orders from the point when the goods are requested to the point when they are received and paid for.
- Ensure that orders are executed in the correct purchasing arena as stipulated by this document.
- Ensure that procedures are in place to ensure that orders are checked upon receipt before payment is released.
- Make sure that all procurement papers and files including those from the quotation level and finishing by payment stage are checked on a weekly basis, questions are clarified, problems are eliminated and any proper training is provided.
- Carry out regular (at least quarterly) market surveys of all suppliers in different categories of items to ensure that Mary's Meals procures from the best available in the local market.
- Carry out all purchasing in accordance with Mary's Meals purchasing regulations.

INFORMATION TECHNOLOGY

- Manage all IT hardware including PCs, laptops, printers and surge protection. Ensure that all equipment is maintained, repaired and protected as necessary including virus protection.
- Manage the programmes internet connection to ensure safe and reliable connectivity.

SITE MAINTENANCE

- Carry out regular inspections of all programme properties. Report to CD on works required and have them carried out as required.

OTHER

- Train national staff in the operation of the logistics systems.
- Manage office generators and office power invertors.
- Undertake any other duties assigned by the Country Director.

PERSON SPECIFICATION

- 3+ years of work experience as a senior logistician with an international NGO.
- Willingness to become involved in all aspects of logistical support to ensure efficient operations of programmes.
- Understanding and acceptance of the varying standards required and the problems inherent within the context of work in a developing country.
- Appropriate skills and experience in the capacity building and training of national staff and partners.
- Management ability to lead, motivate and develop staff.
- Ability to work under pressure and pursue multiple tasks simultaneously to successful conclusions.

- Strong computer skills in Microsoft packages, including Word, Excel and Outlook.
- Hands-on experience in areas such as repairing and maintaining vehicles and setting up computer and communications systems.
- Experience in construction.
- Strong problem-solving and decision-making skills.
- Strong attention to detail and report-writing skills.
- Financial Management skills and the ability to contribute to the budgeting and budget monitoring process.