

<b>Job Title:</b>	Procurement & Logistics Coordinator
<b>Department:</b>	Legal and Compliance
<b>Location:</b>	London
<b>Reports to:</b>	Head of Legal and Compliance
<b>Line Management responsibility:</b>	None
<b>Budgetary Responsibility:</b>	None
<b>Child Safeguarding level:</b>	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

**Job Purpose:**

The post holder will be a technical lead on procurement and logistic matters introducing, developing and implementing best practice at our UK Headquarters and offering technical support to our Country Offices. The role will aim to support Muslim Aid in its delivery of high quality, accessible and reliable humanitarian aid across UK Headquarters and Country Offices. It will encourage engagement as we further develop our procurement and logistics systems, policies and procedures and associated planning.

The post holder will manage the procurement and logistics framework and tools, in order to strengthen the capabilities and knowledge of all our stakeholders, ensuring we adopt best practice and industry standards across our global operations. The post holder will work closely with key stakeholders, help identify and develop a robust system and framework across our business operations to support ongoing logistics and procurement activities. You will also oversee all education and training delivered to staff, volunteers, consultants and those associated to Muslim Aid.

**Key Accountabilities:**
**Capacity Building and Training of relevant Stakeholders**

1. Develop and co-ordinate the procurement and logistics strategy for UK Headquarters and offer technical support to Country Offices with local strategy and planning aimed at strengthening local procurement capacity and resources.
2. Help and support UK Headquarters, Country Office Focal Points and staff to establish and develop local procurement networks to support local implementation.
3. Support UK Headquarters, Country Focal Points and Procurement Officers to improve, streamline, standardise procurement and logistics systems, tools and practices. Share best practice and wider learning from these experiences across the organisation.
4. Support colleagues in the International Programmes Team and Country Offices to undertake risk assessments and solutions to mitigate risks.
5. Design and deliver a suite of mandatory core training workshops/training programmes as part of the continuous learning and development of employees, trustees, volunteers and those engaged with Muslim Aid.

6. Deliver on-going refresher training and staff induction as appropriate to staff, volunteers, consultants and members of the procurement and logistics function.
7. Support effective auditing and certification of the Country Offices procurement systems and provide guidance to the countries on designing appropriate procurement frameworks and accompanying action plans. Oversee follow-up action in order to ensure maximum levels of compliance and competence.

#### **Supplier Due Diligence & Tools**

8. Set up and maintain a supplier database, undertake relevant due diligence supplier and partnership checks.
9. Ensure periodical quantitative and qualitative assessments of suppliers and partners engaged in activities of Muslim Aid using key performance indicators and other relevant tools.

#### **Planning and Budgeting**

10. Prepare a detailed annual implementation plan ensuring the effective execution of the budgeted activities included in the action plan.

#### **Monitoring, Evaluation and Reporting**

11. Periodically review, improve and maintain a robust procurement and supply chain system to align with best practice and standards across the INGO sector and further afield.
12. Develop systems to anticipate, assess and manage risks and concerns raised across our UK Headquarters and Country Offices, ensuring that appropriate follow up is conducted and learning from implementing those processes is communicated across the organisation and embedded into its culture.
13. Prepare for and attend internal and external conferences, strategy meetings, policy meetings etc.
14. Organise Procurement Working Group meetings with UK and Country Office Focal Points and Officers.
15. Reporting and evaluation meetings with Executive, Sub-Committee and Board members on a periodical basis to discuss reporting of supply chain achievements, areas of concern and internal trends and developments.

#### **Analysis, Innovative Thinking & Problem Solving**

16. Apply critical analysis to ensure that we meet and exceed our commitment to building a transparent, standardised, ethical and safe supply chain for all internal and external stakeholders and all those connected to Muslim Aid.
17. Identify and utilise opportunities to integrate quality standards based on best industrial practice and standards into all aspects of the work of Muslim Aid.
18. Ensure procurement systems fully adhere to key requirements of anti-corruption, anti-diversion, anti-terrorist and other key policies which must be integrated into the culture of Muslim Aid.

#### **Communication**

19. Provide consistent communication and support to all departments at UK Headquarters and Country Offices in the education and implementation of tools, policies and information in relation to procurement and logistics best practice and key industry standards.

**Policies and Procedures**

20. Review /adapt Muslim Aid's Global Procurement policy and procedures, reporting mechanisms, risk registers and other procedures that are managed/supervised by UK Headquarters and Country Office teams and partners.
21. Help, support and guide Country Offices in their understanding, monitoring, implementation and evaluation of the Global Procurement policy and strategy.

**Other**

1. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
2. To comply with all policies, procedures, legal and regulatory requirements.
3. Any other duties commensurate with the accountabilities of the post.
4. Plus any other, e.g. Travel requirements

Person Specification		
	Essential / Desirable	Assessment Stage
<b>Qualifications:</b>		
Bachelor's degree in Business Administration, Logistics and Supply Chain, or other related field.	Essential	Application
Professional qualification in a relevant field.	Desirable	Application
<b>Experience &amp; Knowledge:</b>		
Experience of procurement and logistics practices within developing countries.	Essential	Application and Interview
Proven experience designing, facilitating and evaluating procurement training programmes/workshops in different cultural and organisational contexts and at a range of levels.	Essential	Application and Interview
Knowledge of procurement/supply chain and logistics regulations in local and international setting.	Essential	Application and Interview
Solid experience of analysing, drafting, preparing and presenting comprehensive reports and assessments to audiences at a range of levels.	Essential	Application and Interview
Solid project management experience with the ability to manage multiple project strands simultaneously.	Essential	Application and Interview
<b>Skills &amp; Abilities:</b>		
Fluency in English; excellent written and oral communication skills, including facilitation and cross-cultural communication.	Essential	Application and Interview
Good interpersonal skills and ability to collaborate and form effective partnerships with internal and external stakeholders, demonstrating patience, tact, diplomacy and sensitivity to culturally diverse environments.	Essential	Interview
Ability to negotiate, interpret, implement, and administer contracts and related agreements.	Essential	Interview
Ability to define problems, collect data, establish facts, and draw valid conclusions.	Essential	Interview
Very high levels of personal resilience and a willingness to operate in a highly complex, fast paced and challenging environment.	Essential	Interview
Ability to accurately and systematically assess/evaluate environments, with an eye for detail and the ability to spot inconsistencies and potential threats thereby developing solutions and tools to improve risk assessments.	Essential	Interview
IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by MA.	Essential	Application and Interview
Ability to adapt to changing deadlines and priorities and deliver results against demanding timetables and in the face of competing demands.	Essential	Application and Interview
Ability to work under pressure and on own initiative.	Essential	Application and Interview
Willingness and ability to travel independently and work within challenging environments, sometimes at short notice.	Essential	Application and Interview
Able to speak, read and write one or more of the following languages: Arabic, Urdu, Bengali.	Desirable	Application and Interview
<b>Commitments:</b>		
Commitment to Muslim Aid's mission, visions and values.	Essential	
Commitment to Muslim Aid's ethos.	Essential	

Commitment to equality of opportunity and diversity.	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

You will display the competencies below:	
Competencies	Definition
Team working	Collaborative and co-operative approach to engaging with internal and external stakeholders.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	