



Job Specification:

Logistics Coordinator

Department:	Support
Grade:	8
Line managed by:	Line Manager
Responsible for line managing:	Logistics Officer
Location:	Northwest Syria -Homs / Hama

MAG's Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy. 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, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear. 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'.

MAG's Values: Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose.

EXPERT - through excellence and expertise we build trust.

INTEGRITY - we strive to do the right thing.

COMPASSION - people come first in everything we do. **INCLUSIVE** - we are inclusive, and we value diversity.

Job Purpose:

The Logistics Coordinator – Northwest Syria ensures the effective and compliant delivery of logistics and procurement functions across MAG's operations in Hama, Homs, and other locations in Northwest and Central Syria. Reporting to the Logistics Manager, the role exists to oversee procurement, warehousing, asset management, and supply chain activities in line with MAG policies, donor requirements, and international standards.

This position is essential for providing timely logistical support to operational teams, promoting transparency, accountability, and efficiency within MAG's humanitarian operations.

Job Description

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.

Procurement and Supply Chain Management

- Coordinate all procurement activities at the field level, ensuring compliance with MAG's Logistics Manual, donor regulations, and procurement principles.
- Prepare, update, and monitor procurement plans to meet project timelines and operational needs.
- Conduct local market surveys, supplier prequalification, and price analyses to ensure value for money and transparency.
- Coordinate and document tender processes and supplier selection in accordance with MAG procedures.
- Track and communicate procurement status to requestors and field teams, ensuring timely delivery of goods and services.
- Liaise with the Logistics Manager and Finance Department to ensure procurement of documentation meets audit standards.
- Liaise with the Admin / Liaison coordinator to support customs clearance, import/export procedures, and coordination with relevant authorities for the movement of goods where applicable.

Policies, Systems, and Records

- Maintain accurate and auditable procurement and logistics files, including purchase requests, quotations, purchase orders, and delivery notes.
- Ensure adherence to MAG's procurement and logistics policies across all field locations in Northwest Syria.
- Support the Logistics Manager in identifying and implementing process improvements to strengthen compliance, accountability, and efficiency.
- Provide timely reporting on procurement progress, challenges, and risks to the Logistics Manager.

Assets and Stock Management

- Maintain up-to-date inventory and asset registers for all Hama and Homs bases.
- Coordinate the Logistics Officers and Maintenance Assistants to ensure timely completion of minor repairs, including structural, electrical, carpentry, and appliance-related tasks. Where necessary, engage and supervise external vendors to carry out specialized repairs.
- Direct all complaints, observations, and recommendations regarding the maintenance of office and guesthouse generators to the mechanics team for appropriate action.
- Ensure all assets are properly tagged, recorded, and tracked throughout their life cycle in compliance with MAG and donor policies.
- Supervise warehouse operations, including receipt, storage, stock issuance, and reconciliation.
- Monitor inventory control systems to ensure adequate stock levels are maintained and discrepancies are promptly investigated and reported.
- Support the timely disposal, transfer, or donation of assets in accordance with MAG and donor regulations.

Team Management and Capacity Building

- Supervise and mentor Logistics Officers and Assistants to ensure compliance with MAG procedures and high-quality delivery of logistics services.
- Conduct on-the-job coaching and training in procurement, inventory management, and documentation control.
- Support the Logistics Manager in developing and implementing structured capacity-building initiatives for logistics teams.

Coordination and Communication

- Maintain effective communication with the Logistics Manager, Operations, and Finance teams to ensure smooth coordination of logistics support to field operations.
- Facilitate coordination between logistics staff in Hama and Homs to harmonize processes and share best practices.
- Represent MAG logistics in meetings with suppliers, service providers, and local authorities as delegated by the Logistics Manager.
- Keep the Logistics Manager regularly informed of procurement progress, stock status, and operational constraints.

Management, Training, Communication and Networking

- Carry out assigned tasks and oversee training, capacity-building and career development.
- In coordination with the Logistics Manager, deliver appropriate training to enhance the understanding of procurement and logistical procedures, asset control, inventory, stores control and the Organization Policies and Procedures for both Support and Operational staff.
- Develop contacts with other agencies on procurement issues, such as the sharing of best practices, price or supplier lists, and information on dealing with local authorities and ministries.
- Represent the organization in any relevant forums pertaining to the areas of responsibility.
- Escalate issues, problems or potential risks in the areas of responsibility to the line manager.

Safeguarding

- Work in compliance with/ uphold MAG's Safeguarding framework - Policy on Personal Conduct, Protection of Children and Vulnerable Adults Policy, Dignity at Work Policy, Reporting Malpractice (Whistleblowing) Policy, Equal Opportunities Policy and Policy on Modern Slavery
- Encourage an open and transparent way of working that facilitates a strong safeguarding culture within and between teams
- Ensure that all staff understand the provisions clearly and challenge any unacceptable behaviors
- Ensure that any concerns, reports or complaints are taken seriously and investigated promptly and thoroughly

General Responsibilities:

- Work within the framework of the organization's core values
- Representing the organization with integrity and professionalism
- Participate in meetings where relevant as directed by Management, and
- Apply learning from appropriate training and development programmes

Person Specification

Essential Experience • Minimum of 5 years’ progressive experience in logistics and procurement management, preferably within an INGO or humanitarian organization. • Proven experience coordinating procurement processes and managing tenders in compliance with donor and organizational regulations. • Strong knowledge of inventory and asset management principles. • Experience supervising and developing logistics staff. • Excellent planning, organization, and record-keeping skills with strong attention to detail.
Essential Aptitude, skills and Knowledge • Excellent planning, organization, and record-keeping skills with strong attention to detail. • Demonstrated ability to ensure compliance and maintain transparency in logistics processes. • Proficiency in Microsoft Office (Word, Excel) and standard logistics management tools. • Strong communication and interpersonal skills; ability to coordinate effectively with multi-functional teams. • Fluency in Arabic, with a good working knowledge of English. • Understanding of the humanitarian and operational context in Northwest/Central Syria (Hama/Homs).
Qualifications • Bachelor’s degree in supply chain, administration, business management, marketing or equivalent experience in logistics/ procurement for minimum 5 years.
Desirable • Previous experience with MAG or within Humanitarian Mine Action (HMA) programmes. • Knowledge of Syrian import/export and procurement regulations. • Relevant academic qualifications in logistics, supply chain management, or business administration. • Understanding of the humanitarian and operational context in Northwest/Central Syria (Hama/Homs).

Signed employee:	Date:
Signed manager:	Date: