



Job specification : Support Services Assistant (SSA)

Department:	Support Services
Under the management of:	Regional Support Services Manager /Logistics and Supplier Coordinator
Supervises the:	Security agent(s), driver(s), cleaning staff
Place of assignment:	Position based in Accra, with travel required (short missions requiring relocation to other cities in Ghana depending on the needs of the project).
Date of entry into service:	August 2024 – Six months contract, renewable subject to funding

Closing date for applications: 28/07/2024

Composition of file : Curriculum Vitae, Cover letter to the following email address info.gog@maginternational.org with the subject **RECRUITMENT SSA GH** . Only the candidates selected will be invited for the test and/or interview.

A copy of diplomas, criminal record and the contacts of two references will be requested later.

MAG's vision is a secure future for women, men and children affected by violence, conflict and insecurity.

People will live in communities where their rights are respected, with dignity and choice, free from fear of landmines, explosive remnants of war and the impact of small arms, light weapons and munitions.

MAG's mission is to save lives and build a safer future. To do this, we will use our core competencies and distinctive know-how to remove mines and explosive remnants of war from affected areas, and to reduce the impact of small arms and light weapons and munitions on the people and communities we work for and with.

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 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 needs to understand our values and is encouraged to think about how they apply to their individual role.

DETERMINED - we work with determination.

EXPERT - excellence and expertise build trust.

INTEGRITY - we strive to do the right thing.

COMPASSION - people come first in everything we do.

INCLUSIVE - we are open to all and value diversity.

Position objective: The MAG program in Ghana is currently seeking to recruit a Support services assistant . This position is open to nationals of Ghana.

Under the responsibility of the Regional Support Services Manager, the main mission of the Support Services Assistant (SSA) will be to:

Ensure the proper functioning of logistics and administration of the MAG office in Accra in close collaboration with the MAG program office in Benin.

ROLE AND RESPONSIBILITIES:

Participate in the implementation of the supply chain and logistics:

- Coordinate the collection of needs and the development of a procurement plan.
- Collect and process procurement requests.
- Prepare the documents required to make purchases (pro forma request, analysis of offers, purchase contract, purchase voucher, receipt voucher, etc.).
- Collect pro forma and other information and seek to obtain the best prices for the desired quality.



- Participate in the analysis of offers.
- Ensure the quality and quantities of goods and services delivered.
- Regularly update the database of pre-approved suppliers.
- Update price list.
- Prepare payment files and transmit to the finance department.
- Collaborate closely with support and technical departments.
- Ensure the periodic updating and sharing of department procedures.
- Liaise and coordinate with requesters and other relevant departments regarding their requirements that are being addressed by Logistics and keep all parties informed of any changes in a timely manner.
- Produce and share monthly deliverables on purchasing and logistics

Manage equipment and inventory

- Oversee program assets, ensuring they are tracked and maintained and that the program asset register is accurate and up-to-date.
- Manage inventory receipts and issues.
- Keep the equipment register and inventory sheets up to date.
- Participate in physical inventories
- Ensure the proper use of equipment
- Support the maintenance and repair of equipment.
- Participate in defining needs with program teams.
- Provision of IT tools for each employee;
- Handling incidents or requests from MAG staff;

Manage transportation and vehicle fleet

- Participate in the recruitment of drivers and ensure their management.
- Compile vehicle movement requests and coordinate fleet management.
- Ensure vehicles are maintained and operated properly.
- Please ensure proper maintenance of vehicle documents.
- Ensure compliance with safety instructions during vehicle travel.
- Manage vehicle rental contracts.
- Organize cargo transport by land and air.
- Ensure with the logistics team that vehicles are used optimally
- Ensure vehicles are maintained and operated properly.
- Ensure compliance with safety instructions during vehicle travel.

Ensure maintenance and upkeep in general

- Ensure the monitoring and management of service provider contracts.
- Ensure monitoring of building maintenance,

Administrative :

- Process and dispatch mail.
- Monitoring of administrative files with state services .
- Search for visas and make staff flight reservations.
- Perform digital archiving of administrative and financial documents.
- Monitor contracts and recurring maintenance charges for residences and offices (energy and telecommunications).
- Support the preparation and dissemination of recruitment offers.
- Organize tests (including communication to candidates) and recruitment interviews.
- Welcome new employees and monitor personnel files.

This job description is intended to summarize the main duties and responsibilities of the position; this is not a complete and exhaustive list of tasks. This is a non-contractual document which may be modified depending on circumstances. It is expected of all staff members according to the needs of the project and guidance of the organization.



Required profile of the candidate

- Minimum BAC+3 level diploma or an equivalent professional qualification in logistics, or other related fields.
- Two years of relevant professional experience, experience in NGOs is an asset.
- Computer knowledge: Advanced mastery of office software (Word, Excel, Outlook).
- Excellent command of the English language and local languages of the country, mastery of the French language is an asset.
- Essential skills:
 - Interest and commitment to MAG's humanitarian mandate and principles
 - Integrity, honesty and transparency
 - Motivated , enthusiastic
 - Rigorous
 - Team player, humble and courteous, able to work under pressure; prompt and proactive, stress management and initiative-taking skills
 - Determined and committed to achieving high quality standards

All MAG staff members are required to:

- Work within MAG's core values, promoting its ethics and mission statement.
- Work to achieve program objectives and/or departmental business plan.
- Become familiar with and comply with all MAG policies and procedures and remain informed of MAG activities.
- Undertake and apply knowledge acquired through appropriate training and development programs.
- Assumes the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and comply with the standards set out in MAG's Safeguarding Framework, acting with due care and attention to safeguard the welfare of anyone who comes into contact with MAG's work and reporting any possible concerns.

As part of MAG's commitment to safeguarding, this position is subject to a background check before a job offer is confirmed.

Due to the large number of applications we receive, we are not able to respond to all requests. If you have not received a response from us within three weeks of your application, this means that your application has not been accepted.