

Job Title:	Procurement & VFM Manager
Department:	Finance & Procurement
Location:	London
Reports to:	Head of Finance & Procurement
Line Management responsibility:	None
Budgetary Responsibility:	None
Child Safeguarding level:	<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 Procurement & VFM Manager reports to the Head of Finance, serving as a technical lead on procurement and logistics matters. The role involves introducing, developing, and implementing best practices across our UK headquarters, providing technical support to Country Offices. The aim is to support Muslim Aid in delivering high-quality, accessible, and reliable emergency/humanitarian aid across its UK headquarters and Country Offices, involving challenging and encouraging engagement in the ongoing development of procurement and logistics systems, policies, procedures, and associated planning.

The post holder will manage the procurement and logistics framework and tools to strengthen the capabilities and knowledge of all stakeholders, ensuring the adoption of best practices and industry standards across global operations. Working closely with key stakeholders, the Procurement Manager will help identify and develop a robust system and framework across business operations to support ongoing logistics and procurement activities. The role also includes overseeing all education and training provided to staff, volunteers, consultants, and those associated with Muslim Aid.

Key Accountabilities:
Capacity Building and Training of relevant Stakeholders

1. Manage and develop the procurement and logistics resource and strategy for UK headquarters, offering technical support to Country Offices for local strategy and planning aimed at strengthening local procurement capacity and resources.
2. Assist and support UK and Country Office Focal Points, as well as wider staff, in establishing and developing local procurement networks to support local implementation.
3. Support UK and Country Focal Points, along with Procurement Officers, in improving, streamlining, and standardising procurement and logistics systems, tools and practices. Share best practice and broader learning from these experiences across the organisation.

4. Support colleagues in conducting risk assessments and finding solutions to mitigate risks in the supply chain across the organisation.
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. Conduct ongoing refresher training and staff induction as appropriate for staff, volunteers, consultants and members of the procurement and logistics function.
7. Support effective auditing and certification of the country's procurement systems and provide guidance to the countries on action plans. Oversee follow-up actions to ensure maximum levels of compliance and competence.

Supplier Due Diligence & Tools

8. Set up and maintain a supplier database, conduct relevant due diligence checks for Muslim Aid suppliers, partners and other stakeholders.
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. Assist in preparing and overseeing an annual implementation plan and ensure the effective execution of budgeted activities included in the implementation 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 beyond.
12. Develop systems to anticipate, assess and manage risks and concerns raised across our UK and Country Offices, ensuring appropriate follow up, communication and learning across the organisation.
13. Prepare for and attend internal and external conferences, strategy meetings, policy meetings etc.
14. Manage and organise Procurement Working Group meetings with UK and Country Office Focal Points and Officers.
15. Conduct reporting and evaluation meetings with Executive, Sub-Committee and Board members periodically to discuss 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. Support all UK based departments 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. Periodically review Muslim Aid's Global Procurement policy and procedures, reporting mechanisms, risk registers and other procedures managed/supervised by UK and Country Office teams and partners.

21. Assist, support and guide Country Offices in their understanding, monitoring, implementation and evaluation of the Global Procurement policy and strategy.

Value for Money

22. Lead the development and implementation of value for money strategies to ensure that the charity delivers its services efficiently and effectively.
23. Conduct cost-benefit analyses and cost-effectiveness evaluations to inform decision-making and resource allocation.
24. Prepare regular VFM reports for internal stakeholders, trustees, and donors to demonstrate the impact of cost-saving initiatives and efficiency measures.
25. Assess risks related to value for money, financial management, and program delivery, and develop risk mitigation strategies to ensure compliance with regulatory requirements.
26. Stay informed about industry best practices, funding trends, and regulatory changes impacting value for money in the charity sector.
27. Build and maintain relationships with key stakeholders to foster collaboration, share knowledge, and promote best practices in VFM.

Other

28. To ensure all records are maintained and stored appropriately in line with Muslim Aid document management and IT policies.
29. To comply with all policies, procedures, legal and regulatory requirements.
30. Any other duties commensurate with the accountabilities of the post.
31. Plus any other, e.g. Travel requirements

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Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Education to degree standard, preferably with a professional qualification in a relevant field.	Essential	Application
Experience & Knowledge:		
Experience of procurement and logistics practices ideally within developing countries.	Essential	Application and Interview
Experience of working with procurement personnel/teams in international development and humanitarian settings.	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.	Desirable	Application and Interview
Skills & Abilities:		
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 manage and maximise the benefits of cultural diversity.	Essential	Interview
Ability to mentor, lead and support staff.	Essential	Interview
Conflict Management skills with the ability to handle sensitive issues with a results-driven approach.	Essential	Interview
Good team work skills with the ability to work with different and sometimes conflicting agendas.	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
Good organisation, coordination and project management skills.	Essential	Application and Interview
Strong and well-developed analytical skills.	Essential	Application and Interview

IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by Muslim Aid.	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 in and with a diverse team.	Essential	Application and Interview
Ability to work under pressure and on own initiative.	Essential	Application and Interview
Ability to analyse and assess complex situations and develop policies.	Essential	Application and Interview
Ability to travel and work within challenging environments, sometimes at short notice.	Desirable	Application and Interview
Able to speak, read and write one or more of the following languages: Arabic, Urdu, Bengali.	Desirable	Application and Interview
Commitments:		
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 Safeguarding Policy and Procedure.	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:	