Job Specification: AMD Technical Field Manager

Department:	Programmes
Scale:	Technical 3
Line managed by:	Technical Operations Manager/Senior Manager in Country
Responsible for line managing:	National Staff
Location:	Overseas

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose:

To implement all aspects of Arms Management and Destruction (AMD) Operations and related tasks in country of operation in accordance with Standard Operating Procedures and as required by the Technical Operations Manager (TOM).

This will include coordinating and providing technical oversight on AMD type projects from the initial project design, rehabilitation and/or construction of new facilities through to development of a sustainable National capacity.

To support the Technical Operations Manager (TOM) / Senior Manager in Country (SMiC) in ensuring overall safe execution of all MAG technical activities within the country of operation.

Job Description:

Technical

- Conduct SALW and PSSM technical assessments and supervise field operations of MAG AMD Operations.
- Act as the principle AMD Technical Manager regarding the safe and secure management of ammunition and weapons.
- Manage the operational tasking process for all AMD type contracts including technical assessments, physical rehabilitation and/or construction of ammunition storage facilities.
- Drafting for approval National SALW and PSSM standards using best practice identified in the IATGs and ISACS's as a baseline.
- Implementing the IATG Risk Reduction Process Levels, (basic, intermediate, or advanced levels), thereby making IATG's relevant through an understanding of diverse national capacities.
- Co-ordinate with Community Liaison Advisors in the day-to-day planning and implementation of AMD support operations.
- Support the TOM/SMiC to ensure the maintenance and safe and appropriate storage of all necessary technical materials and equipment (including explosives and accessories).
- Advise and assist the TOM/SMiC with the implementation of new systems and procedures in relation to maximising productivity and safety.
- To conduct assessments and other technical missions on behalf of MAG in country and worldwide as required by the SMiC, Regional Programmes Manager and AMD STA.
- Deputise for the TOM/SMiC when required including assuming operational management responsibility.

Training and Capacity Development

- Technical PSSM Ammunition Stockpile Management training to host Government officials in accordance with the UN SaferGuard Programme.
- Technical SALW Management training to host government officials in accordance with ISACS.
- Assist the SMiC/TOM with the recruitment of national technical staff.
- Motivate and develop the technical team to perform to a high standard.

- Build and maintain good working relationships with all national staff to maximise Capacity Development objectives.

Communication and Reporting

- Ensure that the TOM/SMiC is fully briefed on all AMD Operational issues and any technical difficulties arising from project implementation.
- Assist the TOM/SMiC in providing relevant and useful information and case studies to the CD.
- Submit accurate AMD Operational reports as directed by the TOM/SMiC, and produce other AMD technical reports and documents as and when required.
- Ensure good understanding of all AMD technical aspects of the project, ensuring staff are made aware of wider programme issues, developments and achievements within MAG.
- The accurate and thorough investigation and reporting of any AMD related incidents/accidents, with full details being provided to TOM/SMiC, along with recommendation for appropriate follow up action taken, in accordance with MAG policies and procedures.
- Contribute to internal discussion and planning, designed to improve MAG's performance, results and impact with AMD.
- Liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency and effectiveness.
- Actively participate in the MAG AMD Community of Practice.

Health, Safety and Security

- Monitor security situation in work location and areas of operations ensuring that the TOM/SMiC is kept informed of security risks and developments.

All International staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

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.

Person Specification

Essential Experience

- Experience of working in SALW/ PSSM type Operations in developing countries.
- Experience of managing AMD Operations
- Experience of leading, motivating and managing a diverse team of people
- Experience of mentoring and coaching others
- Experience of conducting formal or informal training and the transfer of appropriate skills to others.
- Experience of working independently for extended periods of time, in 'stand-alone' environments with minimal supervision.

Essential Skills and Knowledge

- Technical knowledge of AMD type activities and operations.
- Ability to develop, review and comply with security and technical Standard Operating Procedures
- The ability to contribute technical knowledge and clearance targets to proposals and reports
- Excellent organisational skills with the ability to plan and coordinate activities and projects
- Excellent communication and interpersonal skills
- Good literacy, numeracy and IT skills, specifically word and excel

* Knowledge of one or more of these technical skill areas is essential

Essential Aptitude

- Interest in and commitment to MAG's humanitarian mandate and principles
- Ability to develop and apply field operations and administrative work plans
- Innovative, creative and proactive with an analytical and solution-oriented approach
- Determined and committed to high quality standards and continually improving effectiveness and efficiency
- Ability to establish and develop effective working relationships in a cross cultural environment at all
- levels internally and externally
- Ability to conform to and manage budgets and procurement requirements
- Self-motivated, flexible and enthusiastic approach to work
- Ability to meet deadlines and work calmly under pressure
- Ability to represent and promote MAG

Qualifications

- Relevant and recognised AMD qualification to fulfil organisational needs or suitable practical experience

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Signed employee:	**Date:**
Signed manager:	**Date:**

May 18