

Job Specification: Regional Director

Department:	Programmes
Scale:	HQ 7
Line managed by:	Director of Programmes
Responsible for line managing:	Regional Programme Support Manager, Regional Head of Programmes, Regional Programme Managers and Regional team where applicable
Location:	Overseas or HQ

MAG’s Vision is a safe future for women, men and children affected by violence, conflict and insecurity. 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 and build safer futures. 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:
Provide dynamic and flexible line management of Regional Programme Managers and relevant regional staff members, including the Regional Head of Programmes, and ensure that programmes and sub-regions achieve their business plan objectives.

Lead a regional portfolio of country and sub-regional programmes, ensuring that they are delivered in accordance with contractual obligations, client expectations and MAG standards.

Job Description

Regional Programme Management

- Provide leadership and management oversight to designated MAG Country Programmes to ensure that operations are developed, planned, delivered and monitored in accordance with internal (policy and process) and external (statutory & contractual) obligations.
- In conjunction with the HR team, review levels of staffing and any staffing issues within the Region,

and then feedback to RPMs and Head of Programmes.

- Ensure that robust policies and procedures are in place to ensure the implementation of activities undertaken by country programmes.
- Conduct regular overseas support visits within portfolio to support, troubleshoot, monitor and evaluate activities.

Project Management & Development

- Oversee non-programme specific contractual relationships and project activities to ensure all activities are delivered in line with contract and MAG standards.
- Manage any Regional Technical staff to undertake technical assessments and evaluations of MAG's work in the region
- Manage any non-technical regional staff to provide specific support to country programmes and sub-regional portfolios
- Oversee the production of proposals and operational and financial reports related to non-programme specific projects, in collaboration with the relevant senior managers and HQ staff.
- In conjunction with the HQ Business Development and Programmes Teams, identify and develop specific projects and activities within the region, including attending meetings, conducting assessments, providing representation, and supporting any initial response activities
- Maintain strategic oversight and control of the regional budget for direct support costs
- Build effective relationships and develop networks with all stakeholders in the region, including local and regional authorities, relevant military authorities, donors, partners etc.
- Develop a regional annual business plan and monitor progress against this.

Oversight of Compliance

- Maintain a proactive approach to risk management, ensuring compliance with contractual requirements, statutory legislation, best practice and MAG policies to limit liabilities and maximize programme efficiency.
- Ensure effective and efficient grant management of programme/project portfolio; ensure that donor requirements are achieved
- Ensure programme adherence to organisational policies and operational management systems
- Critically review monthly programme management reports, liaise with other departments where there are on-going internal issues and feedback directly to RPMs/Regional Head of Programmes
- Critically review monthly spend on each grant within the country portfolio, with International Finance, and feedback to RPMs/Head of Regional Programmes where there are budgetary issues that need to be addressed
- Ensure the Director of Programmes is fully informed of any non-compliance issue or areas of risk
- Ensure that leadership and culture in country programmes is conducive to safeguarding compliance and best practice.

Business Development

- Liaise and effectively build relations with donors and partners to maximise opportunities to develop MAG's reach and impact.
- Support the effective initial implementation of planned projects and appropriate handover to in-country management as agreed with the Director of Programmes.
- Present proposals to Director of Programmes/Director of Policy and Strategic Partnerships for new initiatives linked to MAG's mandate to wider international humanitarian and developmental objectives, including policy and advocacy objectives.

Leadership and Management

- Provide leadership, direction, management support and development to line reports and take responsibility for a robust and healthy management culture in the reporting line consistent with MAG's Values.

- Work collaboratively with colleagues at HQ and overseas to ensure that integrated and cross-cutting support is provided to country programmes including HR, Logistics, Finance, Technical, Fundraising.
- Provide strategic input, as required, to the management team and other internal and external stakeholders.
- Work collaboratively with other Regional Directors, the Programme Quality Team and other colleagues to ensure a consistent approach to programme management and lesson learning across the organisation.

Health, Safety Security and Safeguarding

- Maintain oversight of health, safety, security and safeguarding plans, policies and controls to ensure the safety and security of MAG staff, assets and resources in the portfolio.
- Member of Crisis and/or Incident Management Teams.

All 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.
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

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

- Proven expertise in programme and project design, programme development, delivery, management, monitoring and evaluation
- Experience of working on development/humanitarian projects at a senior level, preferably in a conflict or post-conflict environment
- Experience of representing an organisation at the highest levels
- Experience of developing, implementing, monitoring and evaluating strategic plans and business plans
- Experience of having developed successful relationships and negotiated with donors, government bodies, other NGOs or local partners
- Strong people management experience with proven ability to lead, manage and inspire a multi-disciplinary and multi-cultural teams, often remotely
- Experience of ensuring contract and legal compliance of all project activities

Essential Skills and Knowledge

- Fluent written and spoken French language skills
- Effective financial management skills, including demonstrated experience of ensuring robust financial management across a multiple grant portfolio and effective oversight of budgets
- Excellent project management and organisational skills with a proven track record in meeting targets and deadlines
- Ability to support and manage teams at a distance
- Strong writing skills and capability to quality review proposals, budgets, reports and other communications for donors and other stakeholders
- Excellent verbal and written communication skills with outstanding influencing and negotiating skills
- Knowledge and understanding of relevant institutional donors e.g., EU, UN, government departments

Essential Aptitude

- Innovative, creative and proactive with an analytical and solution-oriented approach
- Ability to think and act strategically and to make difficult decisions and demonstrate excellent judgement
- Determined and committed to high quality standards
- Excellent communication and interpersonal skills, with the ability to establish effective working relationships at all levels internally and externally
- Ability to meet deadlines and work calmly under pressure
- Resilience and stamina to manage a varied and demanding workload with competing demands and priorities
- Commitment to MAG’s strategic direction
- Commitment to MAG’s core values and a good understanding of issues related to safeguarding
- Ability to work diplomatically in a political environment
- Self-motivated, flexible and enthusiastic approach to work with experience of finding pragmatic and positive outcomes to difficult situations
- Willingness to travel worldwide at short notice and sometimes in difficult circumstances

Desirable

- Relevant experience in the Mine Action or disarmament sector
- Ability to manage security and safety issues in a post conflict environment
- Relevant additional language skills where required – e.g., Portuguese, Arabic

Signed employee:	Date:
Signed manager:	Date:

March 2023