CANDIDATE INFORMATION SHEET

Support Services Manager, Lebanon

Terms of Appointment

This is a permanent post for a Support Services Manager beginning as soon as possible. The place of work will be Lebanon, although all staff may be required to transfer to other MAG overseas operations on a temporary or permanent basis **MAG may consider extending accompanied benefits to the successful candidate – please state on your application form if you wish for this to be considered.**

THE BENEFITS PACKAGE

Remuneration

The total package for this position is **£48,954 - £53,814 GBP per annum** (approx. $65,350- $71,800 USD)

This includes the basic salary and allowances:

Basic Salary	Point 1 - £37,104 per annum Point 2 - £38,028 per annum Point 3 - £38,976 per annum Point 4 - £39,948 per annum Point 5 - £40,944 per annum Point 6 - £41,964 per annum The starting salary will be Point 1 of the scale. Subject to satisfactory performance, progression will be automatic with individuals receiving an increment on the 1st of the month, following the anniversary of their appointment, until they reach point 6.

Allowances:

Cost of Living Allowance	You will receive a Cost of Living Allowance of **£8,400** per annum designed to contribute to your daily living costs whilst working overseas with MAG.
Programme Management Allowance	You will receive a Programme Management Allowance of **£3,450** designed to recognise and reward senior managers based on the size and scale of the programme.

Please note MAG salaries and benefits are fixed in sterling and we will convert to whichever currency your bank account is held in. Please note that MAG cannot be responsible for any fluctuations in exchange rates during employment.

Allowances are reviewed on a six-monthly basis and may change.

Other Benefits

Leave Entitlement: Annual leave entitlement starts at 6 weeks per year and increases with service to 8 weeks per year.

Flights: MAG will also provide 3 unaccompanied flights home from the country programme in each completed 12 month period.

Accommodation: All international staff will have accommodation in their programme country provided for them by MAG. This will differ in standard dependent on the programme location. For the majority of staff, this will be in shared accommodation with other MAG team members, with your own private bedroom. This includes rent, any tax, utilities – water, gas, and electricity - and internet. MAG will also provide accommodation whilst travelling internationally where appropriate and required.



Insurance: MAG provides personal accident insurance, life assurance and medical and repatriation insurance for all international staff.

OTHER TERMS

Working Hours: There are no fixed hours of work.

Pension Scheme: Due to the complexity of managing multiple schemes in different jurisdictions, MAG does not enrol international staff into a pension fund. However, we strongly encourage all staff to plan for the future and use whatever proportion of their salary they think is appropriate to invest in their home country or other location.

Probation: The post-holder will be subject to a six month probationary period.

APPOINTMENT

Medical clearance: It is our duty to ensure all MAG staff are medically fit to undertake their work. Offers of employment with MAG are therefore subject to satisfactory medical clearance. MAG uses the services of Well Travelled Clinics, a UK-based travel health organisation to assess employees' health and welfare prior to deployment. Successful candidates only will be required to undergo their pre-deployment medical process. All reasonable costs will be borne by MAG.

References: All offers of employment will be subject to the receipt of two professional references satisfactory to MAG and verification of your professional membership and qualifications. MAG requires references from your two most recent organisations and your referees should be your direct line managers.

Anti Terrorism: To ensure compliance with donor requirements, all offers of employment will be subject to satisfactory screening through MAG's anti-terrorism software.

Data Protection: MAG is an international organisation with programmes worldwide, many outside the European Economic Area (EEA). In submitting an application to MAG you are agreeing, in accordance with the European General Protection Regulation 2018, that MAG can hold, transmit and use personal information, such as that contained in application forms and CVs, for the purposes of assessing suitability for employment with MAG or for project and proposal resourcing. This information can be stored in manual and/or computer form and due to the locations in which MAG works, may involve transmission outside of the EEA. You should be aware that protection of personal information may not be equivalent to the protection provided in the EEA. However, MAG will seek to uphold the same standards of security and respect when processing your data across our organisation. Information will not be shared with third parties without express agreement between the individual and MAG during this process of application for employment. All recruitment information collected during the application process will be confidentially destroyed 6 months following the end of the recruitment campaign.

Response Instructions: Application is by completed application form. This document should be submitted to humanresources@maginternational.org by the closing date of 9 December 2018 – applications will be reviewed on an ongoing basis.

Interview Arrangements: Most of our interviews are conducted by skype. Please advise us of any dates that you would not be available for interview if you were shortlisted. If you have been shortlisted, you will be contacted by email to confirm interview arrangements. If you have not been contacted within 3 weeks of the closing date, you should assume that your application has not been successful.