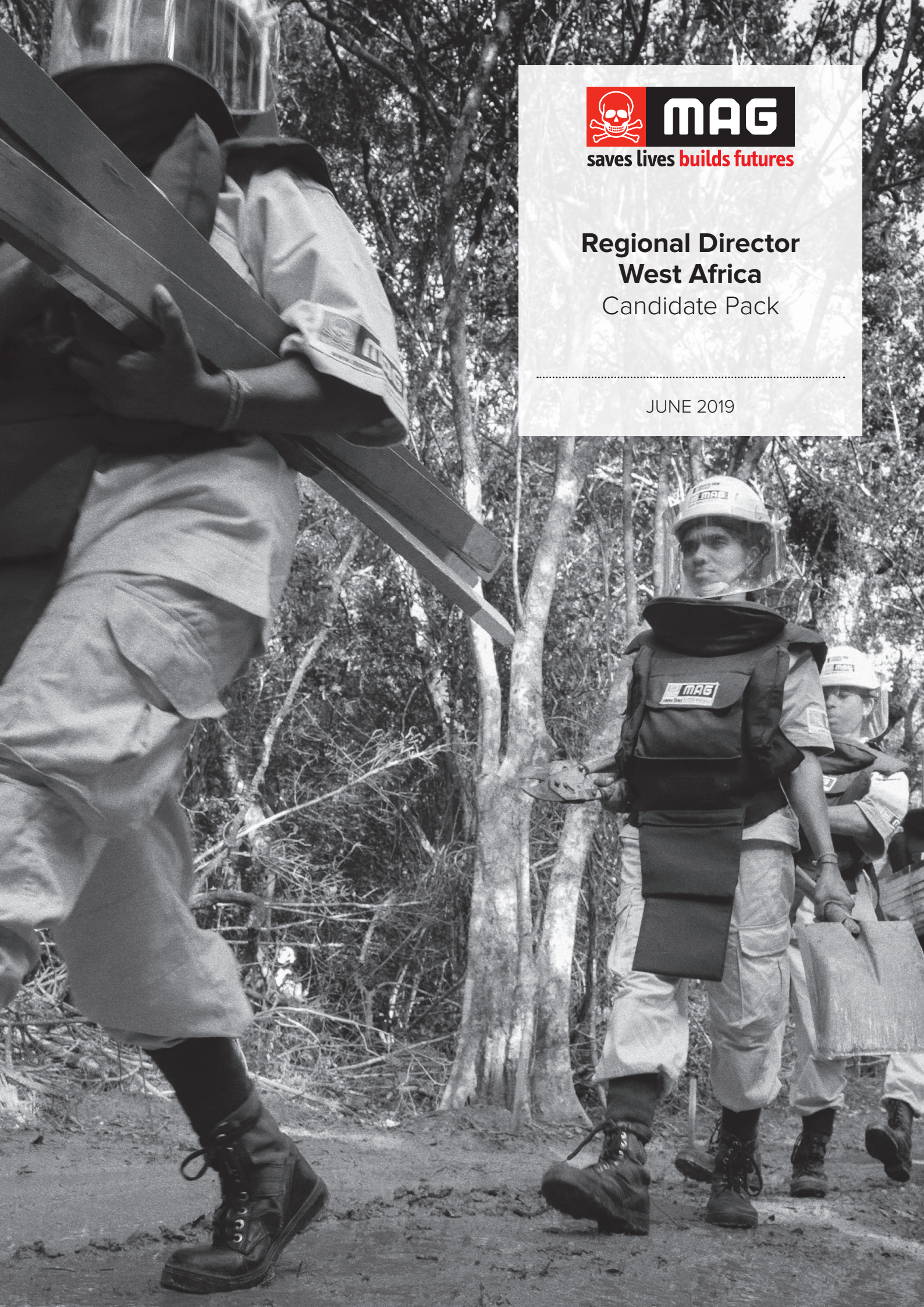


MAG

saves lives builds futures

Regional Director West Africa

Candidate Pack

JUNE 2019

Dear Candidate

Thank you for your interest in the role of Regional Director at MAG.

MAG's considerable strength and reputation in the sector derives from over 25 years of work across a wide range of countries, primarily in humanitarian mine action but increasingly also in arms management and destruction.

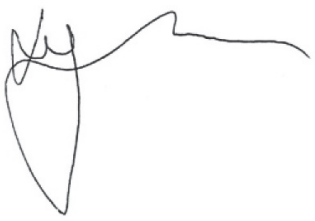
Although it is over 20 years since MAG shared the Nobel Peace Prize for its part in the international campaign to ban landmines, much remains to be done to rid the world of this scourge and to create safe and secure futures for civilians living in the aftermath of conflicts. Whilst much has been achieved in the past, it also holds lessons for our future, and MAG is committed to staying relevant to the shifting nature of conflict and the changing needs of those affected by it.

In an ever more competitive world, it is essential that MAG is able to prove, and continuously improve, the impact of what we do and the difference we make. We know that people are key to delivering our strategy, and to demonstrating our values on a day-to-day basis. It is crucial that MAG demonstrates professional management and effective use of its resources. We know that quality and adaptability are key determinants of growth and success in a changing world, hence our focus on quality and effectiveness and on developing our work as the needs of conflict affected communities change. It is also essential that our hard-earned reputation is managed and protected, though effective management of our country programmes.

As one of five Regional Directors reporting to the Director of Programmes, the successful applicant will oversee a regional portfolio of country programmes. You will be expected to ensure the quality delivery and success of MAG's operations, as well as scoping out new programming opportunities. The Regional Director will be required to travel regularly to programmes within the regional portfolio and to represent MAG at sector events at a senior level. This is an excellent opportunity to join the core team in a key strategic position.

We need an exceptional multi-faceted strategic leader and senior manager in this role, with passion, energy and drive. If you are the successful candidate then you'll be joining an outstanding team in a remarkable organisation, with a clear vision and plan for the future. Also, you'll be supporting MAG in saving life and limb on a daily basis throughout the world, building brighter futures for people affected by conflict.

Best regards,



Llewelyn Jones
Director of Programmes



People returning home after working close to a minefield in the Democratic Republic of Congo.

Who we are

The Mines Advisory Group (MAG) is a global humanitarian and advocacy organisation that finds, removes and destroys landmines, cluster munitions and unexploded bombs from places affected by conflict.

MAG also provides education programmes, particularly for children, so people can live, work and play as safely as a possible until they clear the land.

Since 1989, MAG has helped over 18 million people in 68 countries rebuild their lives and livelihoods after war.

We believe it is unacceptable that millions of people are trapped in danger and poverty for years after wars end.

We aim to help communities get on with their lives, and get back their futures.

With a headquarters in central Manchester, MAG is registered in England and Wales as a charity and company limited by guarantee. MAG America is MAG's representative partner organisation in the United States, based in Washington DC. MAG America is a registered 501(c)(3) organisation, with an independent Board of Trustees.

OUR VALUES

PRINCIPLED
We adhere to the humanitarian principles of humanity, neutrality, impartiality and independence, placing people affected by armed conflict and violence at the heart of our work.

AGILE
We react quickly and efficiently to changes so that we always offer the right solutions.

DETERMINED
We are resolute in our desire to use our skills and resources to benefit those most vulnerable to armed conflict and violence.

EXPERT
We focus on areas where we have knowledge and expertise, and build on this foundation.

PROFESSIONAL
We adhere to and measure ourselves against internationally-recognised sector standards.

ENABLING
We aim to empower and support those most affected by landmines and explosive remnants of war.



Recent and ongoing conflict means demand for MAG's expertise is greater than ever.

Strategic plan

MAG (Mines Advisory Group) is committed to a clear, bold and exciting direction over the coming five years. During the next five years we will aim to achieve the maximum impact for the maximum number of people in the world's most marginalised, vulnerable or forgotten communities.

The world in which we work is becoming ever more complex and unequal, increasing the impact on communities affected by violence, conflict and insecurity. Their expectations and the views of those who support our work are also evolving. This creates challenges for impact-driven organisations like MAG, but they must be turned into opportunities that achieve results for people.

> **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 (SALW) 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 SALW 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 ambition is to have the maximum positive impact on the maximum number of people by delivering the highest quality programmes and being the most influential mine action organisation.

We will grow the scale of our own operations responsibly and sustainably and we will transform the impact of what we do by linking our work to that of others in related fields and influencing key decision makers. We will be able to assess and measure the impact we are having.

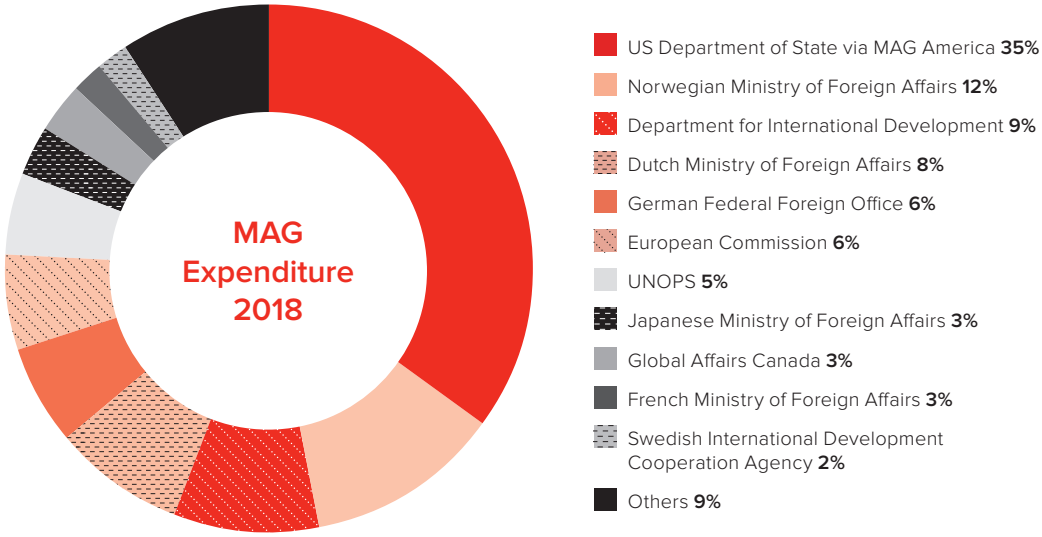
MAG's Strategic Position

We will strike a balance between achieving impact through the implementation of projects and influencing the institutions and systems within the sectors in which we operate. We aspire to be a leader in these sectors. We will strike a similar balance between working alone and working in partnership with other organisations and networks.

MAG will grow sustainably throughout the plan period. Decisions will be taken on a case-by-case basis as to when and how to expand operations or other areas of work, taking into account the need to provide adequate support and accountable management.

Where we work

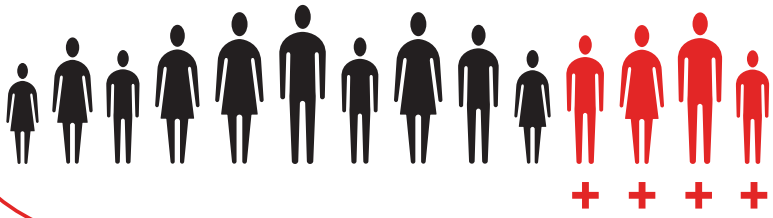




MAG saves lives builds futures

MAG in 2018

Our work directly benefited over **1.4 MILLION** women, girls, boys and men allowing them to live free from fear



This is **400,000** more people than last year



100,000

Over **100,000** landmines and unexploded bombs were removed and destroyed

Which means **55 million square metres** of land was given back to communities to rebuild their lives after conflict

That's almost the size of **8,000 football pitches!**



52,000



We gave **52,000** life-saving risk education lessons

This helped over

ONE MILLION

people to stay safe until their land was cleared



9,000

More than **9,000** weapons were destroyed, helping communities to be safer

MAG saves lives builds futures



Mine risk education in Nigeria

MAG's people and culture

MAG is an exciting and professional place to work. Our 4,700 staff feel close to the work we do and can readily see they are contributing to changing people's lives.

We are a diverse organisation. In line with our commitment to capacity building, approximately 95% of all staff are locally recruited, trained, guided and managed by around 190 international experts and supported by around 65 staff in our head office in the UK.

Our workforce originates from over 60 countries. People are drawn to work for us from a diverse range of backgrounds, and we rely on this combination of skills, experience and perspectives to deliver our work to greatest effect and for the maximum benefit of those who need it.

Using our succession planning to identify, develop and retain talent, MAG is a place where people can develop their skills and further their careers.

In addition to this, MAG has robust operating procedures on Safeguarding, health, safety and security management and, with a focused effort over the last couple of years, duty of care is given high priority across the organisation and staff feel supported when they need it.

MAG's last biennial employee engagement survey had an 85% response rate and our staff said that they feel motivated and committed, recognised, respected and proud to work for MAG. We are considered to be a fair employer.

MAG is committed to equal opportunities in employment, reducing discrimination in the ways we work, valuing differences and maximising them to achieve our goals. This is formalised in a range of MAG organisation wide and cross-cutting policies, including our gender policy.

We recognise that we have grown to a scale where our organisational structures, systems and ways of working need to evolve to respond to increasing demands. At the same time we must not lose the feel of family and commitment which makes MAG what it is. This challenge is an exciting one which we are looking forward to seizing over the coming years.

Job specification

Department:	**Programmes**
Scale:	**HQ 7**
Line managed by:	**Director of Programmes**
Responsible for line managing:	**Senior Managers in Country (SMIC), Programme Support Coordinator, Regional team where applicable**
Location:	**MAG HQ**

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

Provide dynamic and flexible line management of Country Directors (CDs) or Senior Manager in Country (SMICs) and ensure that programmes achieve their business plan objectives.

Lead a regional portfolio of country 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 CD/SMIC.
- 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.

Job Description (continued)

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
- 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 CD / SMIC
- Critically review monthly spend on each grant within the country portfolio, with International Finance, and feedback to CD / SMIC 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 Business Development for new initiatives linked to MAG's mandate to wider international humanitarian and developmental objectives.

Job Description (continued)

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 Operational Development Team and other colleagues to ensure a consistent approach to programme management and lesson learning across the organisation.

Health, Safety and Security

- Maintain oversight of health, safety and security 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 HQ 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
- 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.

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 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 multidisciplinary and multicultural teams, often remotely
- Experience of ensuring contract and legal compliance of all project activities

Essential Skills and Knowledge

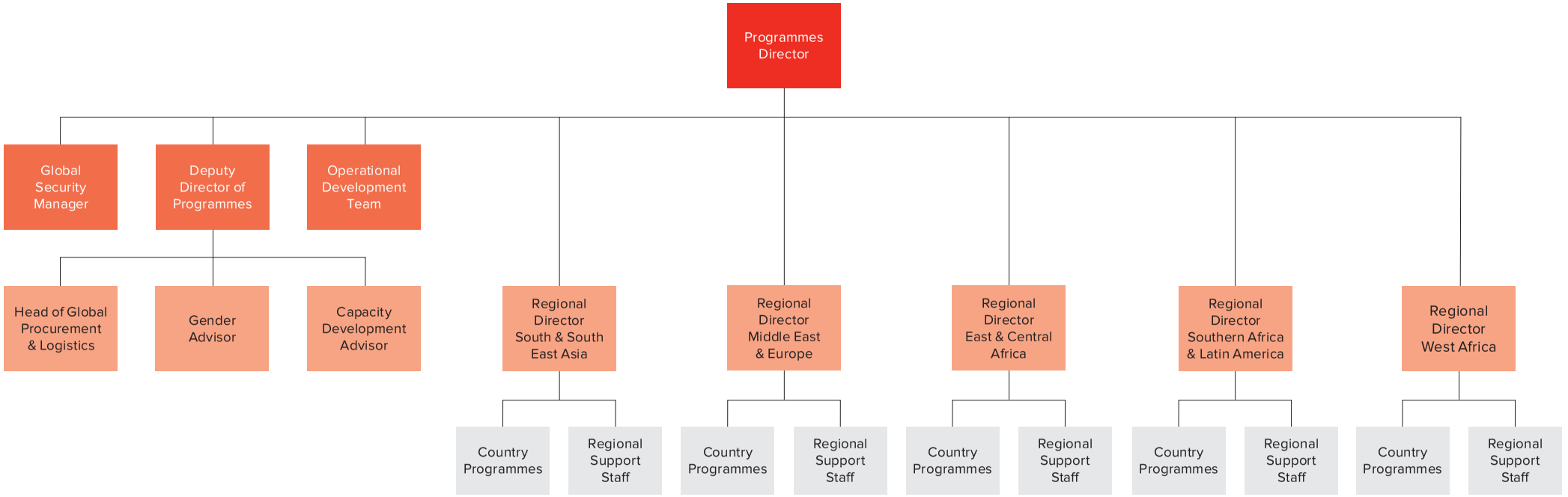
- Effective financial management skills, including demonstrated experience of ensuring robust financial management across a multiple grant portfolio and effective oversight of budgets
- Excellent project management and organisational skills with a proven track record in meeting targets and deadlines
- 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
- Ability to manage security and safety issues in a post conflict environment
- Fluent written/spoken French language skills

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 and core values
- 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 sector



MAG saves lives builds futures

Appointment Details

This is a permanent, full time role, either based at MAG's head office in Manchester, UK or regionally within the West Africa portfolio. It will require frequent periods of travel overseas, sometimes to developing countries and areas in conflict. Please state on your application where you would like to be based.

The starting salary for the role is £58,368 per annum. Your salary package will be supplemented with additional allowance should you choose to be based in the West Africa portfolio.

A relocation package should you choose to be based in Manchester, UK may be available.

How to apply

Application is by submission of an application form. This should be sent to **humanresources@maginternational.org** by the closing date of Sunday 7 July 2019.

Due to the high volume of applications that we receive, we are not able to respond to every application. If you have not heard back from us within 3 weeks of applying, it means that your application has not been successful.

Applicants who are non-residents of the UK will need to provide documentary evidence of their eligibility to work in the UK.

Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

Interview Arrangements

Most of our interviews are conducted by skype, with preferred candidate(s) being invited to our HQ in Manchester for a face-to-face interview. 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.



Disarming a Valmara landmine.



saves lives builds futures