Job Specification: Mechanical Technical Manager (Minewolf and Bozena)

Department:	Programmes
Scale:	Mech 3
Line managed by:	Technical Field Manager
Responsible for line managing:	National staff as directed
Location:	South Sudan

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 operate, maintain and repair mechanical assets and coordinate spares within MAG's projects as required.

To conduct training, assessment and monitoring of all staff utilising the Minewolf machines (including 330, 370, 240) and Bozena 4 in order to build a local capacity for humanitarian mine action activities.

Job Description

Technical

- Conduct and supervise field operations of the MW and Bozena assets within the MAG South Sudan programme.
- Conduct, monitor and supervise mechanical inspections, servicing and repairs of the MW and Bozena assets.
- Ensure the mechanical assets are fully functional throughout the season and will be required to: carry out immediate assessments with recommendations resulting from incidents or breakdown; conduct full diagnostics at start and end of season; undertake any repairs at the field site with minimum support – mechanical, electrical, welding as necessary.
- Advise the Technical Field Manager (TFM) UNOPS on how maximum productivity can be achieved from the mechanical assets within the project and ensure this is achieved as far as is practicable.
- Advise the TFM UNOPS on appropriate equipment to use for task sites for mechanical ground preparation.
- Work with the TFM UNOPS to develop appropriate SOPs and ensure plant operators receive accreditation where required.
- Establish field workshop and assist with the recruitment and training of persons to staff them as necessary.
- Develop maintenance schedules for the mechanical assets in keeping with MAG's operational requirements and ensure/oversee their implementation.
- To assist and support the TFM UNOPS/Technical Operations Manager (TOM) in developing draft country programme strategy, plans, proposals and budgets with regards to the mechanical assets and spares in line with MAG's mission and mandate.
- Project usage of consumables and spare parts for the mechanical assets held within the programme.

Capacity building and HR

- Assist the TFM UNOPS with the design, development, delivery and evaluation of appropriate training programmes for the use of the mechanical assets.
- Provide the day-to-day training and development of national staff in the use of the mechanical assets to conduct ground preparation according to MAG Standard Operating Procedures.
- Assist the TFM UNOPS with the recruitment of national staff as regards mechanical assets.
- Motivate and develop the mechanical team to perform to a high standard.
- Build and maintain good working relationships with all national staff to maximise capacity building objectives.

Communication and Reporting

- Ensure that the TFM UNOPS is fully briefed on all technical and operational issues and any technical difficulties arising regarding mechanical assets.
- Assist the TFM UNOPS in providing relevant and useful information and case studies to the TOM.
- Submit accurate operational reports as directed by the TFM UNOPS, and produce other technical reports and documents as and when required.
- Ensure good understanding of all aspects of the programme/project. Ensure staff are made aware of wider programme issues, developments and achievements within MAG.
- As required by the TFM UNOPS, contribute to investigations and reports into all incidents/accidents where MAG mechanical assets are concerned.
- When required, to contribute to internal discussion and planning designed to improve MAG's performance, results and impact in humanitarian mine action.
- As required by the TOM / TFM UNOPS, liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency.

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.
- 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

- Experience of implementing and managing independent logistical controls to support the operational requirements of the programme.
- Experience of reporting on a timely and accurate basis to both externally and internally to the organisation.
- Maintenance and repair experience of Minewolf machines (Including 330, 370 and 240) and Bozena 4, including: diagnostics; welding -Skilled in welding/use of MIG welder; preventative maintenance; ability to find creative solutions
- Experience of working in a developing country and an understanding of the constraints this imposes.
- Experience and ability to train both International and National staff as both MW Operators and MW Mechanics
- Experience of managing and capacity building a team of national staff

Essential Skills and Knowledge

- Excellent organisational skills with the ability to coordinate and prioritise activities
- Excellent literacy, numeracy and IT skills (e.g. Word/Excel)
- The ability to communicate with clarity and credibility on paper and face-to-face.
- Verbal and written English language skills.

Essential Aptitude

- Innovative and proactive with a problem solving approach where systems can be improved

- Determined and committed to the highest quality standards
- Ability to establish and maintain effective working relationships at all levels internally and externally, including suppliers
- Ability to meet deadlines and work calmly under pressure
- Ability to handle and prioritise a heavy workload
- Ability to represent and promote MAG
- Interest in and commitment to MAG's humanitarian and capacity building mandate
- Self-motivated, flexible and enthusiastic approach to work

Qualifications

- Qualified Minewolf Mechanic
- Qualified to train Minewolf Mechanics

Desirable

- Previous experience of working in Africa/Sudan
- Previous experience in, or exposure to Humanitarian Mine Action
- Previous experience of working on a MW 330, 370, 240 and Bozena 4 in a remote area away from main workshop facilities.

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

Nov 19