Job Specification: Technical Field Manager – Team Leader

Department:	Programmes
Scale:	Technical 4
Line managed by:	Technical Operations Manager
Responsible for line managing:	Technical Field Managers and national staff as directed
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 lead, oversee and safely manage all aspects of EO clearance and land release (LR) operations and related tasks within parameters of the project accordance with Standard Operating Procedures, ensuring that these are consistent with MAG's Global Technical Standards, policies and mandate.

To assist and support the Country Director (CD) / Technical Operations Manager (TOM) in developing the project strategy, plans, proposals and budgets with regard to technical training and operations in line with MAG's mission and mandate.

To represent MAG within the project area.

Job Description

Technical

- Plan, prioritise & coordinate all EO clearance operations within designated area of responsibility and capacity in order to achieve project outputs safely, effectively and efficiently.
- Conduct and supervise field operations of MAG EO clearance operations.
- To implement all aspects of EOclearance and LR operations and related tasks within the parameters of the project in accordance with Standard Operating Procedures (SOPs) and as required by line manager.
- Ensure full knowledge of and ensure implementation of all drills and other work practices in accordance with relevant SOPs and NMAS.
- Reviewing, developing and revising SOPs as appropriate.
- Continually conduct risk assessment to ensure that the safety of staff conducting operations is maximised.
- Conduct quality management (QA and QC) of all operational tasks to ensure effectiveness.
- Conduct reconnaissance and survey of EO contaminated areas as appropriate.
- Ensure an in-depth and up-to-date knowledge of all EO in the theatre of operations.
- Ensure an in-depth and up-to-date knowledge of all relevant technical equipment in the theatre of operations.
- Ensure appropriate coordination is conducted with Community Liaison Managers in the planning and implementation of all relevant technical operations.
- Conduct quality assurance of operations storage facilities. (Including explosives and accessories) to ensure that they are used appropriately, safely and that correct documentation is maintained at all times.
- Support the TOM / CD to implement new systems and procedures in relation to improving standards and maximising efficient land release..
- To conduct technical assessments and other technical missions on behalf of MAG in country and worldwide as required by the CD / TOM .
- Deputise for the CD / TOM in their absence when required including assuming operational management responsibility.

Capacity building

- Design, development, delivery and evaluation of appropriate technical training management packages (TMPs) for personnel within the project.
- Oversee the day-to-day training and development of international TFMs and national staff to conduct EOclearance and land release activities in accordance with MAG SOPs.

- Build and maintain good working relationships with all international TFMs and national staff to maximise capacity building objectives.

Management and HR

- Manage, motivate and develop the technical team within the project to perform to a high standard.
- Ensure that staff appraisals are conducted annually, primarily to identify and implement appropriate staff development/training requirements to increase the effectiveness of MAG programmes.
- Ensure that HR policies and procedures are implemented in consultation with CD / TOM and MAG HQ.
- Participate in the recruitment procedures for all project staff in line with MAG's policies and procedures.
- Ensure that weekly meetings take place to inform all project staff on project activities.

Communication and Reporting

- In co-ordination with the CD / TOM, liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency within the project.
- Ensure the CD / TOM is fully briefed on all technical & operational issues and any technical difficulties arising.
- Assist the CD / TOM in providing relevant and useful information and case studies on MAG's activities.
- Submit accurate operational reports as directed by the CD / TOM, and produce other technical reports and documents as and when required.
- Assist the CD / TOM in the development and production of project proposals, reports and budgets.
- 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 CD / TOM, conduct incident/accident investigations and ensure that accurate and thorough reports following investigation are completed and provided to the CD / TOM in accordance with MAG policies and procedures.
- Contribute to business and operational planning in order to improve project outputs.
- Liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency.

Health, Safety and Security

- Monitor security situation in work location and areas of operations ensuring that the TOM 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.
- 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 working in mine / EOD / IED clearance operations in developing countries that are contamin by remnants of conflict
- Experience of managing field operations
- Experience of leading, motivating and managing a diverse team of people
- Experience of mentoring and coaching others

- Experience of managing & conducting formal or informal training and the transfer of appropriate skills to other
- Experience of working independently for extended periods of time in 'stand-alone' environments with minimal supervision.

Essential Skills and Knowledge

- Technical knowledge of explosive ordnance also mine and IED clearance techniques, including new developments*
- Ability to develop, review and comply with security and technical Standard Operating Procedures
- The ability to contribute technical knowledge and land release 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

*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 delete
- 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 le internally and externally
- 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 EOD / IEDD / demining qualification to fulfil organisational needs or suitable practical experience (EOD level 3, EOD level 3+ (IEDD)

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

June 2021