Job Specification: Technical Field Manager

Department:	Programmes
Scale:	Technical 3
Line managed by:	Technical Field Manager – Team Leader
Responsible for line managing:	National Staff
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 implement all aspects of EO clearance and land release operations and related tasks in country of operation in accordance with Standard Operating Procedures and as required by the Technical Operations Manager (TOM).

To conduct training and day to day assessment and monitoring of all staff carrying out technical operations to ensure safe practice and to build a local capacity for humanitarian mine action activities.

To support the TOM in ensuring overall safe execution of all MAG technical activities within the country of operation.

Job Description:

Technical

- Plan implement and coordinate all clearance operations within designated area of responsibility and capacity in order to achieve project outputs safely, effectively and efficiently.
-
- 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 maximise safety of staff conducting operations.
- 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 .

Capacity building and HR

- Assist the TOM with the design, development, delivery and evaluation of appropriate training programmes for deminers and other technical personnel.
- Support the TOM in the day-to-day training and development of national staff to conduct mine, EOD and IED clearance activities according to MAG Standard Operating Procedures.
- Assist the CD/TOM with the recruitment of national technical staff.
- Motivate and develop the technical 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 TOM is fully briefed on all technical and operational issues and any technical difficulties arising.
- Assist the TOM in providing relevant and useful information and case studies to the CD.
- Submit accurate operational reports as directed by the TOM 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 TOM, ensure that accurate and thorough reports following investigation into all incidents/accidents are completed and provided to TOM with details of appropriate action taken, in accordance with MAG policies and procedures.
- Contribute to internal discussion and planning designed to improve MAG's performance, results and impact in humanitarian mine action.
- 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.

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 and IED clearance operations in developing countries that are contaminated 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 conducting formal or informal training and the transfer of appropriate skills to others.
- Experience of working independently for extended periods of time in 'stand-alone' environments with minimal supervision.

Essential Skills and Knowledge

- Technical knowledge of mines / IEDs / unexploded ordnance and also mine, UXO 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 clearance 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
- 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
- levels internally and externally
- Ability to conform to and manage budgets and procurement requirements
- 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 and HMA demining qualification to fulfil organisational needs and suitable practical experience

---

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

June 2021