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 mine clearance and EOD operations and related tasks within parameters of the project accordance with Standard Operating Procedures, ensuring that these are consistent with MAG's policies and mandate.

To assist and support the Country Director (CD) / Technical Operations Manager (TOM) / Regional Programmes Manager (RPM) 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 clearance operations within the project in order to achieve project outputs.
- Conduct and supervise field operations of MAG mine and EOD clearance operations.
- To implement all aspects of mine clearance and EOD 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 SOPs, drills and other work practices.
- Reviewing, developing and revise SOPs as appropriate.
- Continually conduct risk assessment operations to ensure that the safety of operations is maximised.
- Conduct monitoring and evaluation of all operational tasks to ensure effectiveness.
- Conduct reconnaissance and survey of mine/ordnance contaminated areas as appropriate.
- Ensure an in-depth and up-to-date knowledge of all mines and munitions in the theatre of operations.
- Ensure an in-depth and up-to-date knowledge of all relevant technical equipment in the theatre of operations.
- Where appropriate, ensure coordination with Community Liaison Managers in the planning and implementation of all technical operations.
- Ensure the maintenance and safe and appropriate storage of all necessary project materials and equipment (including explosives and accessories).
- Advise and assist the TOM / CD where appropriate with the implementation of new systems and procedures in relation to maximising productivity and safety.
- To conduct assessments and other technical missions on behalf of MAG in country and worldwide as required by the CD / TOM / RPM.
- Deputise for the CD / TOM when required including assuming operational management responsibility.

Capacity building

- Design, development, delivery and evaluation of appropriate training programmes for technical personnel within the project.
- Oversee the day-to-day training and development of national staff to conduct mine and EOD clearance activities according to MAG SOPs.
- Build and maintain good working relationships with all 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, ensure that accurate and thorough reports following investigation into all incidents/accidents are completed and provided to the CD / TOM with details of appropriate action taken, 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.

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 clearance/EOD/SALW 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 othe
- Experience of working independently for extended periods of time in 'stand-alone' environments with minimal supervision.

Essential Skills and Knowledge

- Technical knowledge of mines/SALW/unexploded ordnance and mine 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 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/demining qualification to fulfil organisational needs or suitable practical experience

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