Job Specification: Technical Field Manager - TMEU

Department:	Programmes
Scale:	Technical 3
Line managed by:	**Technical Operations Manager**
Responsible for line managing:	Training, Monitoring, Evaluation Unit (TMEU), other technical national staff as directed
Location:	**Vietnam**

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 the programme TMEU. Oversee all aspects of quality management and their systems including OMIS, within parameters of the project in accordance with Standard Operating Procedures, ensuring that these are consistent with MAG's policies and mandate.

Job Description

Technical

- Plan, prioritise, coordinate and action all TMEU activities throughout the programme.
- To implement all quality management activities 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 the TOM
- Ensure full knowledge of and ensure implementation of all SOPs, drills and other work practices.
- Provide input to development and revision of SOP's as appropriate. Continually conduct risk assessment operations to ensure that the safety of operations is maximised.
- Oversee the conduct of monitoring and evaluation of all operational systems and 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, QM and training.
- Ensure the maintenance and safe and appropriate storage of all necessary project materials and equipment (including explosives and accessories).
- Advise and assist the TOM where appropriate with the implementation of new systems and procedures in relation to maximising productivity and safety.
- To conduct evaluations, assessments and other technical missions on behalf of MAG in country as required by the TOM.
- Conduct accident/incident investigations as directed by the TOM.
- OIC of air dropped weapon, and any other technical tasks as directed by the TOM.
- Cover the duties of Acting TOM during his absence from the programme.
- Any other duties dictated by the TOM.

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 international and national staff to conduct mine, BAC 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 TMEU 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 the TOM and MAG HQ.
- Ensure that weekly meetings take place to inform all project staff on project activities.

Communication and Reporting

- In co-ordination with the 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 TOM is fully briefed on all technical & operational issues and any technical difficulties arising.
- Assist the TOM in providing relevant and useful information and case studies on MAG's activities.
- Submit accurate operational reports as directed by the TOM, and produce other technical reports and documents as and when required.
- Assist the TOM in the development and production of quarterly and annual project planning, proposals, reports and budgets.
- Ensure good understanding of all aspects of the programme/project. Ensure staffs 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 the CD with details of appropriate action taken, in accordance with MAG policies and procedures.

Health, Safety and Security

- Monitor security situation in work location and areas of operations ensuring that the TOM/CD/ is kept informed of security risks and developments.
- Maintain oversight of project health, safety and security plans, policies and controls to ensure the safety and security of MAG staff assets and resources.

All MAG 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.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Experience of working in integrated mine clearance, BAC/EOD and mechanical operations in developing countries that are contaminated by remnants of conflict
- Experience of managing field integrated mechanical/manual clearance 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 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/unexploded ordnance and integrated mine clearance techniques including developments
- Ability to develop, review and comply with security and technical Standard Operating Procedures
- The ability to develop review and comply contribute technical knowledge and clearance targets to proposals 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

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 inter 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 qualification to fulfil organisational needs or suitable practical experience

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