



**Job Specification:**                      **WAM Technical Field Manager- Sierra Leone**

Department:	Programmes
Scale:	Technical 3
Line managed by:	Technical Operations Manager
Responsible for line managing:	N/A
Location:	Freetown, Sierra Leone

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**MAG’s Vision is a safe future for women, men and children affected by violence, conflict and insecurity.** People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

**MAG’s Mission is to save lives and build safer futures.** We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us ‘it’s all about people’.

**MAG’s Values.** Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

- DETERMINED** - we work with purpose.
  - EXPERT** - through excellence and expertise we build trust.
  - INTEGRITY** - we strive to do the right thing.
  - COMPASSION** - people come first in everything we do.
  - INCLUSIVE** - we are inclusive, and we value diversity.
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**Job Purpose:**

As part of the destruction of obsolete ammunition stocks, in coordination with the STM, prepare and deliver refresher training courses in line MAG's operational standards and procedures.

Under the guidance of the Technical Regional Operations Manager (RTOM), to prepare the administrative and logistical aspects of operations to destroy stocks of obsolete munitions in accordance with MAG's operational standards and procedures.

Preparing, planning and carrying out the destruction of obsolete ammunition stocks in Sierra Leone in accordance with MAG's operational standards and international standards.

Establish and maintain constructive communication and coordination with partners in accordance with Regional Programme Manager guidelines.

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**Job Description:**

Technical

- Organise and oversee ammunition destruction operations in line with the IATGs and MAG SOPs. .
- Conduct WAM technical assessments and supervise field operations of MAG WAM Operations.
- Act as the principle WAM Technical Manager regarding the safe and secure management of ammunition and weapons.



- Implement the IATG Risk Reduction Process Levels, (basic, intermediate, or advanced levels), thereby making IATG's relevant through an understanding of diverse national capacities.
- Support the TOM/SMiC to ensure the maintenance and safe and appropriate storage of all necessary technical materials and equipment (including explosives and accessories).
- Advise and assist the TOM/SMiC with the implementation of new systems and procedures in relation to maximising productivity and safety.

#### Training and Capacity Development

- Adapt and deliver technical SALW Management training to host government officials in accordance with MOSAIC.
- Motivate and develop the technical team, as well as partnered national authorities to perform to a high standard.
- Build and maintain good working relationships with all national staff to maximise Capacity Development objectives.

#### Communication and Reporting

- Ensure that the TOM & RPM is fully briefed on all WAM Operational issues and any technical difficulties arising from project implementation.
- Assist the TOM/SMiC in providing relevant and useful information and case studies to the RPM.
- Submit accurate WAM Operational reports as directed by the TOM/SMiC, and produce other WAM technical reports and documents as and when required.
- Ensure good understanding of all WAM technical aspects of the project, ensuring staff are made aware of wider programme issues, developments and achievements within MAG.
- Investigate and report to TOM/SMiC accurately and completely on incidents/accidents related to operations, recommending appropriate follow-up action and in accordance with MAG policies and procedures.
- Contribute to internal discussion and planning, designed to improve MAG's performance, results and impact with WAM.
- Produce quality technical assessment reports detailing technical and financial rationales for recommended interventions.
- In co-ordination with the TOM/SMiC, liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency and effectiveness.

#### Health, Safety and Security

- Monitor security situation in work location and areas of operations ensuring that the TOM/SMiC 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 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

- Proven experience in supervising the destruction of obsolete ammunition stockpiles
- Experience of managing WAM Operations
- Experience of leading, motivating and managing a diverse team of people
- 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

- Requirement for English speakers. Required
- Technical knowledge of WAM type activities and operations (IATG, MOSAIC, IMAS)
- 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, specifically Word and Excel

*\* 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

- At least EOD 3 minimum
- Relevant and recognised WAM qualification to fulfil organisational needs or suitable practical experience

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Signed employee:	Date:
Signed manager:	Date: