

Job Specification: **Roving Project Manager (Gulf of Guinea)**

Department:	Programmes
Scale:	PSM 4
Line managed by:	Regional Programmes Manager
Responsible for line managing:	Support Services Personnel, Roving Technical Field Manager
Location:	Roving (Gulf of Guinea Countries – Ghana/Côte d’Ivoire)

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

Job Purpose:

The Project Manager will provide senior level support to the Regional Programmes Manager (RPM) with a wide range of externally and internally facing strategic and programme management responsibilities in Côte d’Ivoire and Ghana. This will include:

- Develop effective relationships and networks with stakeholders including national and local authorities, donors, UN agencies, national partners, NGO forums, wider NGO community in the region
- Responsible for representation of MAG at country level meetings across wide range of stakeholders
- Support the RPM in identifying and pursuing opportunities to expand MAG programme activities in new locations within the country/countries
- Responsible for planning, implementation and delivery of Weapons Ammunition Management (WAM) project activities across a number of countries in coordination with other departments
- Support with project design, proposal development and donor reporting
- Responsible for external programme communications when delegated

Job Description

Representation

- Assist the RPM in providing effective representation to donors, local authorities, partners, NGO forums and other stakeholders relevant to MAG's Sahel West Africa's response to ensure that MAG's mission, values and specific project objectives are clearly understood and supported.
- Across the countries defined, act as a focal point for MAG representation for all relevant stakeholders together with other key senior staff members.
- Inform the RPM of any potential problems related to external relationships and provide pro-active solutions to action.
- Develop and maintain effective working relationships with external stakeholders
- Ensure all relevant parties are kept informed of MAG activities as appropriate
- Represent MAG with embassies and donors in-country as requested by RPM

Grant and Project Management

- Ensure that all activities are implemented in line with donor requirements, project timeframes and budgets and in accordance with MAG standards, rules and regulations
- Ensure that robust information management, data collection and reporting systems are in place as delegated.
- Coordinate and cooperate closely with relevant other project staff, such as Technical, Logistics, Finance, Construction managers to plan, resource and implement activities
- Ensure all project activities across the various countries are carefully planned and included in country workplans, shared with relevant internal stakeholders
- Monitor project progress closely and report progress on activities and other aspects of the projects on monthly basis
- Escalate concerns or issues with any aspect of project planning or delivery to RPM for discussion
- Provide timely and quality data and information to support with donor reporting
- Monitor project expenditure on monthly basis in line with donor budgets

Logistics

- Manage procurement of equipment in line with project and donor requirements, in conjunction with relevant departments.
- Ensure adherence to MAG's internal procurement policies and procedures
- Ensure smooth running and timely response to logistics issues

Human Resources, Management and Training

- As delegated by the RPM, be responsible for staffing of the project, ensuring adequate staff coverage.
- Line management of staff in line with MAG international staff policies and procedures

Finance Management

- As delegated by the RPM be responsible to follow-up on the project's budget
- Ensure cost-efficient use of MAG resources

Partnerships

- In coordination with relevant colleagues, coordinate, maintain and manage effective relationships with national partners
- Negotiate and implement MoUs with partners as required, and prepare technical agreements per project, where required in coordination with technical and programme staff

Business Development

- Undertake risk assessment for all new projects in the area for sign off by the Regional Director
- Support the RPM in identifying and pursuing new project opportunities as required

- Assist the RPM with detailed stakeholder mapping and analysis for the relevant countries to support business development
- Support with the development of concept notes and proposals

Health, Safety, Security and Safeguarding

- Manage health, safety, security and safeguarding plans, policies and controls to ensure the safety and security of MAG staff, assets and resources.

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

- Proven expertise in project design, development, delivery and management
- Experience of working on development/humanitarian projects at project management level, preferably in a conflict or post-conflict environment
- Experience of managing finance, logistics & procurement, administrative and human resource to ensure project efficiency
- Experience of having developed successful relationships with donors, government bodies, other NGOs or local partners
- Strong people management experience with proven ability to manage multi-disciplinary and multi-cultural teams
- Experience of ensuring contract and legal compliance of all project activities

Essential Skills and Knowledge

- Fluent written and spoken French and English language skills
- Excellent project management and organisational skills with a proven track record in meeting targets and deadlines
- Strong knowledge, understanding and capability to manage support services; finance, logistics & procurement, HR & Admin
- Ability to support and manage people
- Excellent verbal and written communication skills with outstanding influencing and negotiating skills
- Knowledge and understanding of relevant institutional donors e.g., EU, UN, government departments

Essential Aptitude

- Innovative, creative and proactive with an analytical and solution-oriented approach
- Determined and committed to high quality standards
- Excellent communication and interpersonal skills, with the ability to establish effective working relationships at all levels internally and externally
- Ability to meet deadlines and work calmly under pressure
- Resilience and stamina to manage a varied and demanding workload with competing demands and priorities
- Commitment to MAG's strategic direction and core values with a good understanding of issues related to safeguarding
- Self-motivated, flexible and enthusiastic approach to work with experience of finding pragmatic and positive outcomes to difficult situations
- Able to undertake frequent travel within the region

Desirable

- Experience of working in a humanitarian emergency response situation
- Experience in Humanitarian Mine Action or disarmament sector
- Experience of MAG systems and procedures

Signed employee:	Date:
Signed manager:	Date:

June 2024