Job Specification: Programme Manager, Grants and Partnerships

Department: Programmes
Scale: PSM Scale 4
Line managed by: Country Director
Responsible for line managing: Programme Officer and Communications and Advocacy Manager
Location: Iraq

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: The Programme Manager will provide senior level support to the Country Director with a wide range of externally facing strategic and programme management responsibilities. This will include:

- Under the direction of the Country Director, develop effective relationships and networks with stakeholders including local, regional and national authorities, donors, partners, the UN, NGOs and commercial mine action operators.
- Support the Country Director in identifying and pursuing opportunities to expand MAG programme activities
- Responsible for external programme communications including visibility
- Responsible for overall grant management; including proposals, reports, success stories and information management
- Responsible for the management of strategic national and international partners

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Job Description

Representation

- Assist the Country Director in providing effective representation for MAG to donors, national and local authorities, partners, the UN and other relevant stakeholders in the country and region to ensure that MAG's mission, values and specific project objectives are clearly understood and supported.
- As a member of the Iraq's Senior Management Team, inform peer members of any potential problems related to external relationships
- Develop and maintain effective working relationships with all stakeholders in Iraq
- Ensure all relevant parties are kept informed of MAG activities as appropriate.
- In coordination with relevant programme staff, coordinate and maintain effective relationships with national and international partners

Business Development

- Proactively identify and pursue business development opportunities to maximize MAG's impact in country and ensure the programmes' continuity and stability.
- Support the Country Director and the programme with the drafting and the implementation of the annual Business Plan

Partnerships

- Act as focal point and be responsible for the successful management with MAG's international and national partners, including due diligence, vetting, oversight on compliance

- Manage MAG's partnerships strategy and ensure it is integrated within the programme and in the implementation of the annual business plan
- Establishment of joint project boards for significant partnerships that the programme is involved in
- Work with the relevant departments in the programme, HQ and partners to ensure partner compliance with reporting and donor rules and procedures.
- Develop and manage a framework for M&E of partnership projects and sub-grants
- Negotiate and implement MoUs with international and national partners as required, and prepare technical agreements per project / grant / periodic partnership review

Communications

- Responsible for the development of the programmes communication strategy and management of the programme's Communication Officers.
- Responsible for ensuring the visibility of the country programme that effectively promotes MAG's brand and key messages in line with MAG policy and specific donor requirements
- Management of the programme's visibility budget
- Oversight over media visits

Contract Management & Reporting

- Manage the Programme Officer, ensuring robust grant management and reporting systems are in place and adhered to by all staff.
- Work with Information Management Unit (IMU) to conduct analysis on operational data for use in reporting and M&E
- Oversee, coordinate and support the production of high quality proposals, reports and case studies related to the country programme.
- Ensure that all activities are implemented in line with donor requirements and in accordance with MAG, donor, country and international standards, rules and regulations.
- Coordinate with finance, HR and MAG HQ staff on grant amendments, extensions and realignments where necessary
- Responsible for ensuring that all internal and external reporting requirements are met, and that accurate and meaningful data is available to support reporting requirements.
- Ensure contractual compliance with project donors

Management and Training

- Supervise the day-to-day work of team members, ensuring that all deadlines are met and that work is of a high quality and standard
- Supervise and line manage department staff in line with MAG's HR policies and procedures.
- Plan and deliver capacity building opportunities for line reports.

Health and Safety

- Maintain oversight of Programme health and safety minimum standards, supporting the CD in ensuring that relevant policies and controls are adequately applied to ensure the safety of MAG staff, assets and resources.

Safeguarding

- Lead the diffusion of best practice, training and behavioural change initiatives to promote MAG key ethical and behavioural values, ensuring that every relevant stakeholder (staff / partner / third party / local authorities and Donors) is aware of available reporting mechanisms.

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

- Demonstrable senior management experience overseas, preferably in international aid and development with a humanitarian agency in a developing country
- Experience of developing and supporting projects including implementation, management, monitoring and evaluation and contract compliance
- Proven expertise in the development of new business, including developing proposals, networking and contract negotiations
- Experience of having developed successful relationships and negotiated with donors, government bodies, other NGOs and local partners
- Experience of producing high quality donor reports and proposals (preferably with U.S. Government, Canada, Finland, Germany, France, Netherlands, Sweden, United Nations Mine Action Service (UNMAS)
- Experience of managing partners and providing oversight, particularly on compliance requirements

Essential Skills and Knowledge

- Excellent communication and interpersonal skills, with the ability to establish effective working relationships at all levels internally and externally
- Strong writing skills to be able to write proposals, budgets and reports etc.
- Knowledge and understanding of relevant institutional donors e.g. EU, UN, government departments
- Strong representation, communication and negotiation skills
- Excellent organisational skills with the ability to coordinate multiple activities

Essential Aptitude

- Ability to meet deadlines and work calmly under pressure
- Ability to communicate effectively in person and remotely
- Ability to represent and promote MAG at a senior level
- Commitment to MAG's strategic direction and core values
- Ability to establish effective working relationships at all levels internally and externally

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

November 2020