MAG
TERMS OF REFERENCE

TFM Team Leader
Myanmar

This Terms of Reference document is additional to the Job Description and Person Specification which you will already have received. It does not replace these documents, but is supplementary to them and you will be expected to perform the duties in the Job Description as well as the Terms of Reference.

Overall purpose of the job

Myanmar ranks as the country with the third highest landmine ERW accident rates in the world and no clearance activities are permitted. Myanmar is also one of three countries in the world in which landmines are still actively used in conflict. As there has been no national agreement allowing clearance to take place, Mine Risk Education (MRE) has been a key method of reducing the casualty rates from mines and other Explosive Remnants of War (ERW) to date.

The Myanmar government has recently permitted semi-permanent fencing and technical survey activities to take place. This is the first time in Myanmar's history that technical resources are being allowed to deploy as part of humanitarian mine action activities and MAG is the first organisation that has been able to secure the funding. MAG will be deploying three Multi Task Teams (MTTs) to conduct technical survey (and possibly EOD) across three states (Kachin, Kayah and Kayin States). This is a start-up from scratch technical operation as no technical activities have taken place before. There is no national mine action authority or mine action centre to coordinate technical activities, conduct quality assurance or accreditation of technical operations. Moreover, no national mine action standards exist. A TFM TL is needed to recruit, train, deploy and supervise an MTT team in one of the states and also manage two TFMs who will be training and supervising their own teams in the other two states.

As scope nature and the extent of contamination in Myanmar remains unknown, baseline assessments and non-technical survey where possible are crucial in informing all aspects of mine action programming in Myanmar. MAG Myanmar has set ambitious goals in unlocking contamination information and has encouraged its partners, as well as the sector as a whole to work together towards this objective. The Senior CLM is responsible for leading this initiative through line managing MAGs CL capacity, mobilising and supporting partner teams as well as coordinating closely with other mine action organisations in ensuring best practice prevails. MAG CL teams have now surveyed over 3000 villages across the south-east as well as northern Myanmar. The TFM TL will be responsible for managing technical survey and fencing activities as a follow-on effort from NTS to further define hazardous areas and fence them in order to prevent communities as well as returning IDPs entering and encountering accidents. In addition to field activities the TFM TL will also work on MAGs initiative of supporting the establishment of a national mine action authority by contributing to the development of national mine action standards and setting up Myanmar's first contamination database.

Myanmar's territorial control remains complex, divided into government-controlled areas (GCA), non-government-controlled areas (NGCA) and controlled by ethnic armed groups (EAGs). For all sectors of humanitarian aid and development, progress in the region therefore requires the engagement and strong cooperation of both the GoM and EAGs. While responsibility for mine action currently sits with the Department of Rehabilitation within Ministry of Social Welfare, Relief and Resettlement (a civilian ministry), it also requires cooperation of the Ministry of Defence and Tatmadaw. Given the complexities that exist in Myanmar, the TFM TL will need to develop an understanding of the operating environment quickly to be able to lead and contribute. The sensitive and restrictive nature of mine action in Myanmar requires the TFM TL to understand diplomacy and establish strong working relationships with all stakeholders.

As this is the first time MAG will be deploying technical resources, establishing systems across all areas of operations from scratch will be an important element of the TFM TL role as well as staff management. This role will require the TFM TL to monitor subordinates closely in the field and ensure that operations are being conducted in the safest manner possible. It is also imperative that the TFM TL remains a team player with other departments within MAG Myanmar. Moreover, capturing technical lessons learnt and documenting these in writing since this is the first time technical activities will be taking place and it will therefore be significantly importance to write these into individual narrative reports singlehandedly as MAG, or joint reports with other organisations if required in order to represent findings either at state level or at a wider international level.

Specific Responsibilities

- Support recruitment of MTT teams through working closely with the HR and Admin department, carrying out appropriate job advertisements, reviewing CVs, interviewing and selecting suitable candidates.
- Develop training module specifically for Myanmar and train staff.
- Continue on-job training in the field, mentor, capacity build, manage and work alongside MTTs. Work actively to continuously improve operations safety, quality and productivity.
- Formulate clear work plans and share them with local authorities to gain permissions for deployment.
- Capture technical lessons learnt and findings of daily operations and document them in writing through producing technical notes, fact sheets and or reports. This is a mandatory requirement and a contractual obligation of MAG.
- Support development of national standards in conjunction with MAGs ODT and external stakeholders.
- Support the establishment of Technical Working Group meetings when other organisations also start technical activities. Meanwhile attend NTS working groups.
- Attend meetings with partners, other international humanitarian organisations and local authorities as needed and as directed by the CD.
- Work closely with Logistics department to identify and procure relevant equipment and supplies for technical operations.
- Travel as required in country to other MAG projects and Yangon when directed by the CD.
- Chair regular technical operations meetings with TFMs, and also MTT.
- Work closely with Senior CLM and CLS to generate relevant technical survey tasks.
- Assist the CD in preparing input for new proposals to support expansion.
- As part of programmes advocacy objectives to achieve permission for clearance develop excellent working relationship with army and ethnic armed groups.
- Cover for the TFM in the province when they are on leave.

Requirements

- Excellent people management skills
- Experience in developing training and training staff
- High quality reporting skills and sound knowledge of IMAS as well as other NMAS
- The ability to coordinate, design, manage, improve and report on technical operations
- Ability to work closely with members of local military
- Diplomacy skills and the ability to manage complex stakeholder relations with national and regional military units
- Willingness to undertake extensive in-country travel and reside in remote locations