



## Job Specification:

## Global Technical Advisor (Mechanical)

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| Department:                    | Programmes Quality Team: Standards Training & Compliance Unit (STCU) |
| Scale:                         | Mechanical Technical Grade 5   |
| Line managed by:               | Technical Advisor (HMA)  |
| Responsible for line managing: | N/A  |
| Location:                      | Home based with regular travel overseas                              |

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**MAG's Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy.** 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, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear.** 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:

The Global Technical Advisor Mechanical (GTA (M)) will improve quality, accountability, innovation and learning in the organisation's mechanically assisted operations.

The GTA (M) will undertake systematic and accountable monitoring and compliance assessment missions focussing on mechanical assets used in operations, including servicing, armouring, repairs and maintenance as tasked and agreed by the Senior Technical Advisor. The GTA (M) will design and deliver initiatives relating to mechanical research and development, deliver training and undertake mentoring, recommend and develop technical policies and standardised procedures for mechanical assets, represent MAG at international fora and provide support to business continuity and development.

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### Job Description

All activities will be undertaken in line with the Purpose, Scope and Principles of PQT.

### Technical Development and Innovation

- Act as the centralised and dedicated subject matter expert for all MAG mechanically assisted operations, including with the US Government Humanitarian Demining Research and Development (HDR&D) to ensure communication of learning and experience of MAGs mechanical assets is shared across all MAG programmes.



- Develop and deliver agreed annual work and travel plans, including in support of the HD R&D program, including work in the development, delivery and evaluation of appropriate mechanical innovations in relevant MAG programmes.
- Develop and deliver agreed Terms of Reference (ToR) for support, monitoring and evaluation visits to all MAG programmes involving mechanical assets, including annual visits to programmes running HD equipment.
- Work with the wider PQT to continually develop strategies that improve the efficiency of land release operations through mechanical assets, including the research and development of innovative mechanical technologies, methodologies and systems.
- Provide subject matter expert advice, guidance and support to all MAG programmes relating to selection, integration and best use of mechanical assets into land release operations.
- Work to develop clear metrics on operational efficiency and effectiveness to guide our use of mechanical assets.

#### **Systems Oversight:**

- Oversee and evaluate the global and country-specific processes, ensuring the servicing, repair and maintenance of mechanical assets are managed effectively and efficiently.
- Collaborate closely with the logistics and procurement department to synchronize machinery acquisition, transportation, and deployment processes, ensuring alignment with operational needs.
- Establish and monitor minimum standards for the servicing, repair and maintenance of mechanical assets. Ensure these standards align with both internal policies and local regulatory requirements.
- Proactively identify issues or inefficiencies within the servicing, repair and maintenance systems, conducting root cause analysis and gathering feedback from relevant stakeholders. Coordinate with global key stakeholders to propose updates to global standards, processes and management framework, and support in-country adoption.
- Develop and manage corrective action plans in response to identified issues, ensuring timely resolution and adherence to established standards. Coordinate with necessary departments and teams for effective implementation of corrective measures.
- Maintain an up-to-date overview of all machines in MAG, which includes overall state, as well as a summary of their use.

#### **Standardisation of Mechanically Assisted Operations:**

- Where possible identify preferred machinery and consult with the global procurement team to support selection of suppliers, ensuring as consistent and standardized approach as possible to mechanical demining across MAG.
- Work in collaboration with country programmes to communicate and implement MAGs standardised approach policies and guidelines related to mechanical assets and use in operations.
- Evaluate and standardize systems to oversee and manage our mechanical assets, ensuring uniformity in operational procedures, armouring, maintenance practices, and reporting mechanisms across all country programmes.
- Shall be consulted along with the STA Humanitarian Mine Action in procurement of new mechanical assets or for proposed changes to standardised approaches for mechanically assisted operations.
- Collaborate with procurement teams to ensure optimal machinery choices, liaise with suppliers for equipment procurement and servicing, and guarantee alignment with our NGO's strategy.
- Provide training, resources, and documentation to country programs to aid in the comprehension and execution of standard operational protocols and machinery management.
- Periodically review and update standardization policies and guidelines, ensuring they remain relevant and adaptive to evolving demining challenges and technological advancements.

#### **Training and Capacity Building:**

- Support the training of Mechanical Support Managers and machine operators at country-specific locations when required, ensuring they meet the MAGs standards.
- Develop training management packages for all relevant mechanical assets and deliver training for the specific needs and challenges of mechanical assisted operations in each deployment context.



- Work towards the standardization of mechanical team structures throughout the organization. This includes defining roles, responsibilities, and hierarchical systems, ensuring consistent team dynamics and functionalities across all country programs.
- Initiate and oversee a competency mapping exercise for mechanical team members. Assess individual and collective strengths, identify skill gaps, and recommend appropriate training or hiring to fill those gaps.
- Collaborate with HR and country programme leads to design and implement mechanical and technical staff development programs. This ensures that mechanical teams are continuously equipped with the latest skills and knowledge in mechanical technologies and methods used in Operations.
- Work with MAG UK and country HR departments to record competencies, training records, and progression paths.
- Regularly review and update training modules and materials to ensure they reflect the latest industry standards, technological advancements, and MAGs evolving standardization practices and policies.
- Foster a culture of continuous learning and improvement within mechanical teams, encouraging feedback, knowledge sharing, and proactive upskilling.

### **Compliance and Best Practice**

- Contribute towards Global Technical Standards and Standard Operating Procedures (SOPs) with regards to mechanical assistance, review country specific SOPs involving mechanical assistance to operations.
  - Conduct monitoring and compliance assessments with a focus on mechanical assistance to operations/deliverables in line with agreed Terms of Reference and MAG's compliance framework.
  - Develop and recommend corrective action plans to remedy non-conformities in collaboration with programmes and regional teams.
  - Lead of the development and review of global mechanical SOPs, including armouring standardisation.
  - Ensure that best practices and lessons learnt on mechanical demining are incorporated into staff and operations improvement plans.
- Lead on internal relevant Technical Working Groups (TWGs) related to mechanical assistance to operations and participate in external TWGs and fora including IMAS TWGs.

### **Health, Safety and Security**

- With colleagues Provide standardised organisational guidance on Health and Safety management of workshops, and for the running of machines.
- Ensure that appropriate policies and procedures are in place to ensure that all work with mechanical assets is carried out in line with organisational Health, Safety and Security standards.

### **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 encounters 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 & Qualifications**

- Proven experience in mechanically integrated clearance to Humanitarian Mine Action operations. Including advising on the implementation of machinery to improve safety and efficiency of mine action operations.
- Experience in maintenance of heavy machinery and manging mechanic workshops.
- Strong knowledge of directly operating different machinery used to assist HMA operations. Including, remote machinery, tillers/flails, front end loaders, demolition attachments, excavators, and crushers/sifters.
- Proven experience in the research and development of machinery to support HMA operations.
- Experience in material science and armouring of heavy machinery.
- Excellent training and mentoring skills of senior managers.
- Strong leadership skills and track record of having worked across a portfolio of projects and programmes.
- Proficient in developing SOPs and training modules for heavy machinery.
- Strong collaboration and networking skills.

**Essential Aptitude**

- Willingness to travel extensively to operational locations and undertake assessment missions to new countries of operation.
- Ability to work as part of a remote team and foster constructive working relationships within the organisation while proactively building networks with sector partners.
- Ability to successfully guide and mentor staff members and encourage high performance.
- Ability to travel to various country locations on a regular basis.
- Ability to communicate credibly in English, both verbal and written.

**Desirable**

- Degree in mechanical Engineering or a related field. (or strong record of formal training)
- Working knowledge of French and/or Spanish.
- Relevant IMAS EOD qualification, training maybe provided by MAG where possible.
- Strong relationships with equipment manufactures.

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| <b>Signed employee:</b> | <b>Date:</b> |
| <b>Signed manager:</b>  | <b>Date:</b> |

August 2024