

## CANDIDATE INFORMATION SHEET

### GLOBAL TECHNICAL ADVISOR (MECHANICAL)



#### TERMS OF APPOINTMENT

This is a permanent position, which has been classified 'roving'. This means that you will be expected to be visiting MAG's programmes for 60% of your working time or more. Therefore, you will be able to work from home when not deployed to a MAG programme. MAG will consider applications from candidates who are based in any country, globally, however the final decision on whether employment in a specific country location can be supported will be based on a compliance and budget check, and reviewed by MAG's senior management. You should therefore clearly set out the country that you would wish to be based remotely in. Please note that the terms and conditions of employment may be set according to location, and therefore it is not possible to include full details here. The terms and conditions provided below are relevant to UK-based applicants. To find out about terms and conditions in another location, please contact [humanresources@maginternational.org](mailto:humanresources@maginternational.org).

You will be expected to travel to MAG's office in Manchester as required, which we anticipate being on a quarterly basis. The costs of such travel, and any required accommodation, will be borne by MAG.

#### THE BENEFITS PACKAGE

##### Remuneration

The total starting package for this position is **£72,848 GBP per annum** (approx. \$95,900 USD). This includes basic salary and allowances:

<b>Basic Salary</b>	Point 1 -	£67,848 per annum
	Point 2 -	£69,540 per annum
	Point 3 -	£71,280 per annum
	Point 4 -	£73,068 per annum
	Point 5 -	£74,892 per annum
	Point 6 -	£76,764 per annum
	<b>The starting salary will be Point 1 of the scale.</b> Subject to satisfactory performance, progression will be automatic, with individuals receiving an increment on the 1 <sup>st</sup> of the month, following the anniversary of their appointment, until they reach point 6.	

##### Allowances:

<b>Travel Allowance</b>	You will receive a Travel Allowance of <b>£5,000</b> per annum. The Travel Allowance is paid to individuals whose position requires them to spend a significant amount of their working time away from their normal country of work. Generally, roles must spend 60% of their working time travelling, away from their normal country of work to be eligible.
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You will also be able to claim **per diem**, for days spent travelling for work purposes. Per diem is designed to contribute to your daily living costs whilst working overseas with MAG.

MAG salaries and benefits are fixed in sterling, and we will convert to whichever currency your bank account is held in. Please note that MAG cannot be responsible for any fluctuations in exchange rates during employment.

Allowances are reviewed on an annual basis and may change. Allowances are linked to the role or to the location of work. Changes to either may lead to allowance entitlements or levels changing.

##### Other Benefits



**Leave Entitlement:** Annual leave entitlement starts at 6 weeks per year and increases with service to 8 weeks per year.



**Accommodation:** MAG will provide accommodation when you are travelling for work purposes. This will differ in standard dependent on the programme visited. This may be in a hotel, private apartment or in shared accommodation with other MAG team members, with your own private bedroom.



**Insurance:** MAG provides personal accident insurance, life assurance and medical and repatriation insurance for all international staff.



**Employee Assistance Programme:** MAG offers free access to an Employee Assistance Programme, provided via Health Assured / COMPSYCH providing 24/7 confidential support and expert advice on a wide range of issues.

## OTHER TERMS

**Working Hours:** There are no fixed hours of work.

**Pension Scheme:** Due to the complexity of managing multiple schemes in different jurisdictions, MAG can only offer memberships of its pension scheme to employees moving from the UK.

**Probation:** The post-holder will be subject to a six-month probationary period.

## APPOINTMENT AND BACKGROUND CHECKS

MAG is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of the communities with whom MAG engages. MAG expects all staff to share this commitment through our Policy on Personal Conduct. We place a high priority on ensuring that only those who share and demonstrate our commitment to Safeguarding are recruited to work for us.

All post holders with MAG will undertake the appropriate level of training and are responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include police / criminal record and anti- terrorism checks.

You can access a copy of MAG's Background Checks Policy [here](#). You can find out more about our commitment to Safeguarding [here](#).

**References:** All offers of employment will be subject to the receipt of professional references which cover your last five years of employment, and are satisfactory to MAG (and where appropriate for the role, verification of your professional membership and qualifications). MAG requires references from your two most recent organisations, and which cover the entirety of the last five years of employment. Your referees should be your direct line managers and be official organisational references. If your most recent line managers are only able to provide personal references, we will require additional organisational reference details from you.

MAG also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Further information on MAG's reference checking process will be provided to the successful candidate.

**Police/Criminal Records Check:** In order to ensure MAG is fulfilling its safeguarding obligations, we require certain roles to undertake a Police/Criminal Records check. This role has been identified as requiring such a check on appointment, and once every three years during employment. You will also be required to make a criminal record self-disclosure on appointment. Further information on MAG's police/criminal records check process will be provided to the successful candidate.

**Responding to a Criminal Conviction:** MAG will not discriminate unfairly on the basis of a conviction or other information revealed, and is committed to equal opportunities in employment. Declaration or discovery of a criminal history will not automatically preclude a person from being or remaining employed.

**Anti-Terrorism:** To ensure compliance with donor requirements, all offers of employment will be subject to satisfactory screening through MAG's anti-terrorism software.

**Medical clearance:** It is our duty to ensure all MAG staff are medically fit to undertake their work. Offers of employment with MAG are therefore subject to satisfactory medical clearance. MAG uses the services of Well-Travelled Clinics, a UK-based travel health organisation, to assess employees' health prior to deployment. Successful candidates only will be required to undergo their pre-deployment medical process. All reasonable costs will be borne by MAG.

**Wellbeing, mental health and resilience:** MAG takes wellbeing seriously. As result of this, we ask all individuals who will be working in International, Roving and Global positions in MAG to undertake a pre-deployment resilience assessment. This is a psychological assessment which looks at how an individual manages stress. The purpose of the assessment is to identify if there are any adjustments that MAG may need to consider in order to ensure that we are meeting our duty of care toward the wellbeing of the individual. Successful candidates only will be required to undergo this process. All reasonable costs will be borne by MAG.

## **OUR EQUITY, DIVERSITY AND INCLUSION COMMITMENT**

MAG is committed to the principles of equity, diversity and inclusion. If you think you would be suited to one of our roles we would welcome your application regardless of your background. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential. Women are encouraged to apply.

## **APPLICATION AND SELECTION**

**Data Protection:** MAG is an international organisation with programmes worldwide, many outside the European Economic Area (EEA). In submitting an application to MAG you are agreeing, in accordance with the European General Protection Regulation 2018, that MAG can hold, transmit and use personal information, such as that contained in application forms and CVs, for the purposes of assessing suitability for employment with MAG or for project and proposal resourcing. This information can be stored in manual and/or computer form and due to the locations in which MAG works, may involve transmission outside of the EEA. You should be aware that protection of personal information may not be equivalent to the protection provided in the EEA. However, MAG will seek to uphold the same standards of security and respect when processing your data across our organisation. Information will not be shared with third parties without express agreement between the individual and MAG during this process of application for employment. All recruitment information collected during the application process will be confidentially destroyed 6 months following the end of the recruitment campaign.

**Response Instructions:** Application is by completed CV and Candidate Profile form. This document should be submitted to [humanresources@maginternational.org](mailto:humanresources@maginternational.org) by the closing date of 14th October 2024.

**Interview Arrangements:** Interviews may be held using MS Teams. Where a face-to-face interview is preferred, reasonable travel expenses will be reimbursed where agreed in advance. Please advise us of any dates that you would not be available for interview if you were shortlisted. If you have been shortlisted, you will be contacted by email to confirm interview arrangements. If you have not been contacted within three weeks of the closing date, you should assume that your application has not been successful.