

# **MINES ADVISORY GROUP**

## **Person Specification**

### **Base Manager**

<b>Criteria</b>	<b>Necessary requirements – skills, knowledge &amp; experience</b>	<b>Measured by</b>
<b>Essential</b>		
<b>Experience</b>	<p>Demonstrable experience of working in remote locations within developing countries.</p> <p>Experience of having developed relationships and negotiated with, local authorities and other NGOs as well as local partners</p> <p>Experience of managing a team of national staff</p> <p>Experience of working as part of a multi-cultural team.</p> <p>Experience of using finance, logistics, administration and human resource systems</p> <p>Experience of being responsible for the security management of a team in a remote location.</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<b>Skills and Knowledge</b>	<p>Proven ability to motivate and develop a team</p> <p>Effective financial management skills</p> <p>Excellent organisational skills with the ability to coordinate activities</p> <p>Effective influencing and negotiating skills</p> <p>Good literacy, numeracy and IT skills</p> <p>Ability and willingness to undertake routine administrative tasks</p> <p>Understanding of, and commitment to, humanitarian and capacity building principles</p> <p>Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts</p>	<p>Application/Interview</p> <p>Test/Application/Interview</p> <p>Test</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<b>Aptitude</b>	<p>Innovative, creative and proactive with an analytical and solution-oriented approach</p> <p>Determined and committed to high quality standards</p> <p>Ability to establish effective working relationships at all levels internally and externally</p> <p>Excellent communication and interpersonal skills</p>	<p>Interview/Test</p> <p>Application</p> <p>Application/Interview</p> <p>Interview</p>

	<p>Ability to meet deadlines and work calmly under pressure</p> <p>Ability to represent and promote MAG</p> <p>Commitment to MAG's strategic direction and core values</p> <p>Ability to think on feet and show shrewd judgement promptly and positively in difficult situations</p> <p>Ability to work diplomatically and sensitively in a potentially volatile political environment</p> <p>Self-motivated, flexible and enthusiastic approach to work</p> <p>Ability to work independently and operate alone</p> <p>Ability to live in a remote, often confined area with a diverse mix of colleagues</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Interview/Test</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Interview/Test</p> <p>Application/Interview</p>
<b>Desirable</b>	<p>Awareness of and understanding of humanitarian mine action approaches</p> <p>Experience of MAG systems and procedures</p> <p>Understanding of relevant national and development context of the programme</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>

January 10