

MINES ADVISORY GROUP (MAG)

Job Description

Job title: Community Liaison Manager (CLM)
Department: Operations
Scale: International Scale 3 – 5, dependant on programme
Job Family: Programme Management and Support
Responsible to: Country Programme Manager (CPM)
Location: Overseas

Overall purpose of the job

To assist the Head of Operations and CPM in ensuring that MAG's approach to community participation in mine action is integrated into the planning and implementation of programme activities.

To undertake the management, training, assessment and monitoring of Community Liaison (CL) staff and activities in the field, and recommend improvements to the CPM and Head of Operations where appropriate.

To manage CL resources and be responsible for the gathering and dissemination of relevant and accurate information to enable informed decision making, maximisation of impact and the achievement of MAG's vision, mission and key aims.

Principal responsibilities

Technical

Provide to the Technical Operations Manager (TOM)/CPM/Head of Operations research and analysis of relevant socio-economic data in order to help prioritise social target groups and geographical areas for Mine Risk Education (MRE) and clearance activities.

Work with the TOM/CPM to plan, prioritise and coordinate all CL activities in order to achieve maximum community participation and understanding during all stages of clearance activities.

Conduct ongoing liaison with all relevant stakeholders (government, INGOs, national NGOs, mine action centres, the military, health care providers etc.) and establish and maintain networks for information exchange.

Maximise productivity, project outcomes and cost benefit to the donor and beneficiaries through CL programme activities.

Advise the CPM/TOM on safe and effective management of all aspects of CL and related tasks in the country of operation, in accordance with relevant MAG and other Standard Operating Procedures and guidelines, and ensuring that these are consistent with MAG's policies and mandate.

Conduct, as required by the CPM/Head of Operations training needs assessment in the area of CL (including MRE activities).

Plan and conduct relevant training activities for national staff where required, including Mine Risk Education, participatory learning techniques, communication skills and facilitation skills.

Monitor and evaluate the ongoing performance of CL and MRE activities by national staff in the field"

Assist in the design and implementation of programmes to mitigate the risk of living with remnants of conflict (including both child and adult-oriented risk education programmes)

Coordinate the on-going evaluation of benefits MAG's activities have on communities and other relevant stakeholders. Where appropriate, design and apply relevant measurement tools and indicators. Ensure the capture of data on the outcomes and impact of MAG's work, and the communication of this data to relevant internal and external stakeholders.

Conduct research, develop and maintain an understanding of MAG's CL approach and its evolution. Where required, undertake recording and documenting of CL resources (photographs, reports, MRE materials, etc)

Assist and support the CPM in developing the country programme strategy, plans, proposals and budgets with regards to CL training and operations in line with MAG's mission and mandate

Work with the CPM/Head of Operations to ensure that all MAG CL activities are in line with the CL position paper

Conduct assessments, including on-site interviews with beneficiaries, and other technical missions on behalf of MAG in country and worldwide as required by the CPM and Head of Operations

Reporting

Assist the CPM/Head of Operations in proposal writing and budgeting.

Provide clear and accurate reports to the CPM/Head of Operations for donor and HQ purposes.

Provide to MAG HQ case studies and oral testimonies of the variety of experience of living with conflict and remnants of conflict.

HR

Conduct appraisals of CL staff and support staff in line with country labour laws (as requested by the CPM/Head of Operations)

General

Work within the framework of MAG's core values, promoting its ethos and mission statement.

Work towards achieving programme business plan objectives

Keep informed of MAG activities.

Work as part of a team and liaise with other programmes/HQ to ensure effective communications across the organisation.

Ensure familiarity with and adhere to all MAG policies and procedures.

Participate in meetings, networks, seminars and conferences where relevant and beneficial to MAG and its mission and mandate.

Undertake and apply learning from appropriate training and development programmes.

Contribute to fundraising initiatives where appropriate.

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.

Undertake any other duties appropriate to the post as may be required.

Signed Date.....
(Postholder)

Signed..... Date.....
(Manager)