

# MINES ADVISORY GROUP

## Person Specification

### Support Services Manager - Iraq

Criteria	Necessary requirements – skills, knowledge & experience	Measured by
<b>Essential Experience</b>	<p>Experience of managing and developing efficient and robust programme management systems including finance, logistics, administration and human resource systems</p> <p>Demonstrably relevant overseas experience within the NGO sector</p> <p>Experience of managing &amp; developing a team of national staff</p> <p>Experience of working as part of a multi-cultural team.</p> <p>Experience in programme and project design, development and evaluation</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>Project management skills</p> <p>Effective financial management skills</p> <p>Ability and willingness to undertake routine administrative tasks</p> <p>Excellent organisational skills with the ability to coordinate activities</p> <p>Good literacy, numeracy and IT skills</p> <p>Excellent communication and interpersonal skills</p> <p>Effective influencing and negotiating skills</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>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Interview</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>Aptitude</b>	<p>Innovative, creative and proactive with an analytical and solution-oriented approach</p> <p>Ability to think and act strategically</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>Ability to meet deadlines and work calmly under pressure</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>Application/Interview</p> <p>Application/Interview</p> <p>Application</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>

	Ability to work diplomatically in a political environment	Application/Interview
	Self-motivated, and able to work independently, setting and achieving personal goals and operational targets	Application/Interview
	Client based approach to support services	Application/ Interview
<b>Desirable</b>	Relevant qualification in Logistics, IT, International Development, Business Administration, or other relevant discipline	Application
	Experience of working with Iraq or the Middle East	Application/Interview
	Experience of working in the Humanitarian Mine Action Sector	Application/Interview
	Knowledge of Arabic	Application / Interview