

MINES ADVISORY GROUP

Job Description

Job Title: Technical Field Manager
Department: Operations
Scale: Technical Scale 3
Job Family: Technical
Responsible to: Technical Operations Manager
Location: Overseas

Overall purpose of the job

To implement all aspects of mine clearance and EOD operations and related tasks in country of operation in accordance with Standard Operating Procedures and as required by the TOM.

To conduct training and day to day assessment and monitoring of all staff carrying out technical operations to ensure safe practice and in order to build a local capacity for humanitarian mine action activities.

To support the TOM in ensuring overall safe execution of all MAG technical activities within the country of operation.

Principal responsibilities

Technical

Conduct and supervise field operations of MAG mine and EOD clearance operations.

Co-ordinate with Community Liaison Advisors in the day-to-day planning and implementation of operations.

Ensure full knowledge of and ensure implementation of all Standard Operating Procedures, drills and other work practices.

Continually conduct risk assessment operations to ensure that the safety of operations is maximised.

Conduct monitoring and evaluation of all operational tasks to ensure effectiveness.

Conduct reconnaissance and survey of mine/ordnance contaminated areas as directed by the TOM.

Ensure an in-depth and up-to-date knowledge of all mines and munitions in the theatre of operations.

Ensure an in-depth and up-to-date knowledge of all relevant technical equipment in the theatre of operations.

Support the TOM to ensure the maintenance and safe and appropriate storage of all necessary technical materials and equipment (including explosives and accessories).

Advise and assist the TOM with the implementation of new systems and procedures in relation to maximising productivity and safety.

To conduct assessments and other technical missions on behalf of MAG in country and worldwide as required by the CPM and Head of Operations.

Deputise for the TOM when required including assuming operational management responsibility.

Capacity building and HR

Assist the TOM with the design, development, delivery and evaluation of appropriate training programmes for deminers and other technical personnel.

Support the TOM in the day-to-day training and development of national staff to conduct mine and EOD clearance activities according to MAG Standard Operating Procedures.

Assist the CPM/TOM with the recruitment of national technical staff.

Motivate and develop the technical team to perform to a high standard.

Build and maintain good working relationships with all national staff to maximise capacity building objectives.

Communication and Reporting

Ensure that the TOM is fully briefed on all technical and operational issues and any technical difficulties arising.

Assist the TOM in providing relevant and useful information and case studies to the CPM.

Submit accurate operational reports as directed by the TOM, and produce other technical reports and documents as and when required.

Ensure good understanding of all aspects of the programme/project. Ensure staff are made aware of wider programme issues, developments and achievements within MAG.

As required by the TOM, ensure that accurate and thorough reports following investigation into all incidents/accidents are completed and provided to TOM with details of appropriate action taken, in accordance with MAG policies and procedures.

Contribute to internal discussion and planning designed to improve MAG's performance, results and impact in humanitarian mine action.

Liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency.

General

Work within the framework of MAG's core values.

Act as an ambassador for MAG, promoting its ethos and mission statement.

Ensure all staff are made aware of wider programme issues, developments and achievements within MAG.

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

Contribute to fundraising initiatives where appropriate.

Adhere to all MAG policies and procedures.

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

Participate in meetings, networks, seminars and conferences where relevant and beneficial to MAG and its mission and mandate. Where requested, give appropriate presentations in co-ordination with Head of Operations.

Work in compliance with MAG's equal opportunities policy.

Undertake and apply learning from appropriate training and development programmes.

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

May 2006

Signed Date.....
(Postholder)

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