Job Specification: Regional Programme Manager – CARICOM IMPACS

Department:	Programmes
Scale:	PSM 6, PMA 1
Line managed by:	Regional Director
Responsible for line managing:	International and National Staff as identified, relationship with key partner, and oversight of other partners and external consultants
Location:	Trinidad & Tobago with travel across CARICOM states

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MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

Job Purpose:

The Regional Programme Manager – CARICOM will provide regional leadership in the development and delivery of WAM programming within the Caribbean community, with specific focus on countries within the Caribbean Community (CARICOM).

Areas of focus will include stakeholder management and representation, project design and delivery, and advocacy, embedded within the CARICOM Implementing Agency for Crime and Security (IMPACS) and working closely with regional and HQ MAG colleagues and external stakeholders.

Job Description

Strategy:

- Contribute to the design and delivery of a strategy for armed violence reduction action (AVR) activities with a focus on Weapons and Ammunition Management within the region in close cooperation with CARICOM IMPACS, including the scoping of geographical areas of work and potential activities, staffing structures, and key external stakeholder engagement.

Resource mobilisation:

- Development of high-quality funding proposals in conjunction with CARICOM IMPACS to support implementation of assessed needs within the Caribbean region
- Identification of communications and visibility opportunities for the regional project and deliver them in coordination with MAG Communications team

Representation

- Along with the Regional Director (RD), the RPM will provide effective representation to donors, regional and sub-regional organisations, national authorities, state armed forces and associated actors, UN bodies and regional and global stakeholders relevant to MAG's Caribbean work.
- Develop and maintain a stakeholder matrix relating to AVR in the region, and share this regularly with HQ and regional colleagues.
- Provide leadership on key messaging to be used for dialogue and advocacy relating to MAG's work in the AVR and WAM within the Caribbean, working with CARICOM IMPACS and other key stakeholders regionally including donor officials and other NGOs to develop joint advocacy messages

- Ensure that regional colleagues and HQ are kept up to date about stakeholder related activities.

Project Delivery

The Regional Programme Manager, along with regional technical staff, work closely with CARICOM IMPACS, to deliver AVR activities including but not limited to:

Assessments & partner liaison:

- In conjunction with CARICOM IMPACS, liaise, prepare, plan and undertake assessments and follow up as required within the region. Provide capacity development support to CARICOM IMPACS if appropriate
- Develop costed intervention plans, including but not limited to destruction, facility security upgrades and refurbishment and training based on agreed assessment outputs in agreement with individual state partners and CARICOM IMPACS
- Assess opportunities for advocacy and policy engagement, including with international frameworks such as the UN Programme of Action and Arms Trade Treaty

Human Resources, Management and Training

- In conjunction with the RD / RPSM, be responsible for staffing of AVR projects within the region, ensuring adequate international and national staff coverage.
- Recruit and manage national staff in conjunction with technical management staff and coordinate the induction of new staff

Grant and Donor Management

- Ensure contractual compliance with project donors
- Undertake risk assessment in conjunction with MAG security advisors for all new projects in the area for sign off by the Regional Director
- Responsible for setting of targets for projects, and for providing technical reporting
- Ensure regular flow of photos and case studies from project to HQ

Partnerships

- In coordination with relevant colleagues, coordinate, maintain and manage effective relationships with CARICOM IMPACS and other regional stakeholders including but not limited to UNLIREC, OAS
- Negotiate and implement MoUs with partners as required, and prepare technical agreements per project, with support from the Technical Field Manager and the Programme Development & Support Unit

All International staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- 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.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Over five years experience of senior management of Mine Action programmes
- Experience of developing and supporting projects including implementation, management, monitoring and evaluation and contract compliance
- Proven expertise in the development of new business, including proposal development, networking and contract negotiations
- Experience of having developed successful relationships and negotiated with donors, government and regional bodies, other NGOs and local partners
- Experience of producing high quality donor reports and proposals

Essential Skills and Knowledge

- Excellent communication and interpersonal skills, with the ability to establish effective working relationships at all levels internally and externally
- Strong writing skills to be able to write proposals, budgets and reports etc
- Strong representation, communication and negotiation skills
- Excellent organisational skills with the ability to coordinate multiple activities sometimes with conflicting deadlines
- Proven ability to motivate and develop a team
- Effective financial management skills
- Fluency in English

Essential Aptitude

- Proactive, flexible and positive approach to work with the ability to find creative solutions to challenges
- Determined and committed to high quality standards
- Ability to work in a start-up environment and develop project structure
- Ability to represent and promote MAG
- Ability and willingness to work with uncertainly and demonstrate good judgment
- Self-motivated, flexible and enthusiastic approach to work
- Ability to work independently and operate alone
- Ability and willingness to live and work in a potentially insecure and politically sensitive environment requiring diplomacy
- Able to undertake frequent travel within the region

Desirable

- Experience in Humanitarian Mine Action / Weapons and Arms Management
- Experience of MAG systems and procedures

Signed employee:	**Date:**
Signed manager:	**Date:**

April 2023