Job Specification: WAM Technical Field Manager CARICOM

Department:	Programmes
Scale:	Technical 3
Line managed by:	TFM/TL
Responsible for line managing:	N/A
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 negative threat and 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 negative impacts 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'.

MAG's Values. Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose

EXPERT - through excellence and expertise we build trust

INTEGRITY - we strive to do the right thing

COMPASSION - people come first in everything we do

INCLUSIVE - we are inclusive, and we value diversity

Job Purpose:

To implement all aspects of Weapons and Ammunitions Management (WAM) Operations and related tasks in the CARICOM countries of operation in accordance with Standard Operating Procedures and as required by the Technical Field Manager/Team Leader (TFM/TL).

This will include performing EOD and weapon destruction operations region-wide, delivery of training to stakeholders, rehabilitation and/or construction of new facilities and monitoring of all staff carrying out technical operations to ensure safe practices and in order to build a local capacity for WAM activities.

To support the TFM/TL in ensuring overall safe execution of all MAG technical activities within the countries of operation.

Job Description

Technical

- Conduct WAM technical assessments and perform WAM operations as directed by TFM/TL
- Act as the WAM Technical Manager regarding the safe and secure management of ammunition and weapon
- Ensure full knowledge of and ensure implementation of all Standard Operating Procedures, drills and other work practices in accordance with IATGs
- Continually conduct risk assessment operations to ensure that the safety of operations is optimal
- Ensure an in-depth and up-to-date knowledge of all Explosive Ordnance (EO) and all relevant technical equipment prevalent in the theatre of operations

- Support the TFM/TL to ensure the maintenance and safe and appropriate storage of all necessary technical materials and equipment (including explosives and accessories)
- Advise and assist the TFM/TL with the implementation of new systems and procedures in relation to optimising productivity and safety
- Conduct other technical missions on behalf of MAG in the region and worldwide as required by the RPM CARICOM and RD
- Deputise for the TFM/TL when required including assuming operational management responsibility.

Capacity building and development

- Assist the TFM/TL to adapt, develop, deliver and evaluate appropriate WAM training packs for Government officials in accordance with the MAG principles
- Support the TFM/TL On the Job Training (OJT) and development through mentoring of Government Officials in conduct EOD activities according to international regulations and best practice
- Motivate and develop the technical team to perform to a high standard
- Build and maintain good working relationships with all Government Officials to optimise capacity building objectives.

Communication and Reporting

- Ensure that the TFM/TL is fully briefed on all technical and operational issues and any technical difficulties arising
- Assist the TFM/TL in providing relevant and useful information and case studies to the RPM and PO
- Submit accurate operational reports as directed by the TFM/TL 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
- 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 with WAM
- Produce quality technical assessment reports detailing technical and financial rationales for recommended interventions
- In co-ordination with the TFM/TL and RPM, liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency and effectiveness.

Health, Safety and Security

- Monitor security situation in work location and areas of operations ensuring that the TFM/TL is kept informed of security risks and developments.

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 Qualifications
Relevant and recognized Military or Police minimum EOD3 qualification; EOD 3+ and/or CBRN and/ or IEDD is an advantage.

Essential Experience

- Substantial experience as EOD operator.
- Experience in Physical Security and Stockpile Management work.
- Experience in the safe management of bulk demolitions.
- Experience working in large-scale logistic disposal operations.
- Experience and knowledge of Land, Air and Navy Services Ordnance.
- Experience of working in mine clearance/EOD/SALW disposal operations in developing countries that are contaminated by remnants of conflict.
- Experience of managing field operations
- Experience of leading, motivating and managing a diverse team of people
- Experience of mentoring and coaching others
- Experience of conducting formal or informal training and the transfer of appropriate skills to others.
- Experience of working independently for extended periods of time in 'stand-alone' environments with minimal supervision.
- Willingness to undertake extensive travel, including to remote locations.

Essential Skills and Knowledge

- Technical knowledge of EO/SALW/unexploded ordnance, EOD and mine clearance techniques, including new developments
- Confident and experienced instructor/trainer
- Ability to develop, review and comply with security and technical Standard Operating Procedures
- The ability to contribute technical knowledge and clearance targets to proposals and reports.
- Excellent organizational skills with the ability to plan and coordinate activities and projects.
- Excellent communication and interpersonal skills, fluent English language skills.
- Good literacy, numeracy and IT skills
- Diplomacy skills and the ability to manage complex stakeholder relations with national and regional military units.

Essential Aptitude

- Good physical condition.
- Interest in and commitment to MAG's humanitarian mandate and principles
- Ability to develop and apply field operations and administrative work plans.
- Innovative, creative and proactive with an analytical and solution-oriented approach.
- Determined and committed to high quality standards and continually improving effectiveness and efficiency.
- Ability to establish and develop effective working relationships in a cross-cultural environment at all levels internally and externally.
- Ability to conform to and manage budgets and procurement requirements.
- Self-motivated, flexible and enthusiastic approach to work.
- Ability to meet deadlines and work calmly under pressure.
- Ability to represent and promote MAG.

Signed employee:	**Date:**

Signed manager:	**Date:**