



Job Specification:

Technical Field Manager – Team Leader

Department:	Programmes
Scale:	Technical 4
Line managed by:	Technical Operations Manager
Responsible for line managing:	Technical Field Managers and local technical staff as directed
Location:	Syria (Eastern)

MAG’s Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy. 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, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear. 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’.

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 lead, oversee and safely manage all aspects of mine clearance, EOD and IEDD operations and related tasks within parameters of the project accordance with Standard Operating Procedures, ensuring that these are consistent with MAG’s policies and mandate.

To assist and support the Country Director (CD) / Technical Operations Manager (TOM) / Regional Programmes Manager (RPM) in developing the project strategy, plans, proposals, and budgets with regard to technical training and operations in line with MAG’s mission and mandate.

To represent MAG within the project area.

Job Description

Technical

- Plan, prioritise & coordinate all clearance operations within the project area of operations in order to achieve project outputs.
- Supervise and conduct MAG field operations; mine, EOD and IED clearance operations.



- To implement all aspects of mine, EOD and IED clearance operations and related tasks within the parameters of the project in accordance with Standard Operating Procedures (SOPs) and as required by line manager.
- Ensure full knowledge of and ensure implementation of all SOPs, drills and other work practices.
- Reviewing, developing and revise SOPs as appropriate.
- 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 EO contaminated areas as appropriate.
- Ensure an in-depth and up-to-date knowledge of all explosive ordnance in the theatre of operations.
- Ensure an in-depth and up-to-date knowledge of all relevant technical equipment in the theatre of operations.
- Where appropriate, ensure coordination with Community Liaison Managers in the planning and implementation of all technical operations.
- Ensure the maintenance and safe and appropriate storage of all necessary project materials and equipment (including explosives and accessories).
- Advise and assist the TOM/CD where appropriate 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 CD/TOM.
- Deputise for the CD/TOM when required including assuming operational management responsibility.

Capacity building

- Design, development, delivery, and evaluation of appropriate training programmes for technical personnel within the project.
- Oversee the day-to-day training and development of national staff to conduct mine and EOD clearance activities according to MAG SOPs.
- Build and maintain good working relationships with all national staff to maximise capacity building objectives.

Management and HR

- Manage, motivate, and develop the technical team within the project to perform to a high standard. Including managing international staff.
- Ensure that staff appraisals are conducted annually, primarily to identify and implement appropriate staff development/training requirements to increase the effectiveness of MAG programmes.
- Ensure that HR policies and procedures are implemented in consultation with CD / TOM and MAG HQ.
- Participate in the recruitment procedures for all project staff in line with MAG's policies and procedures.
- Ensure that weekly meetings take place to inform all project staff on project activities.

Communication and Reporting

- In co-ordination with the CD/TOM, liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency within the project.
- Ensure the CD/TOM is fully briefed on all technical & operational issues and any technical difficulties arising.
- Assist the CD/TOM in providing relevant and useful information and case studies on MAG's activities.
- Submit accurate operational reports as directed by the CD / TOM and produce other technical reports and documents as and when required.
- Assist the CD/TOM in the development and production of project proposals, reports and budgets.
- 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 CD/TOM, ensure that accurate and thorough reports following investigation into all incidents/accidents are completed and provided to the CD/TOM with details of appropriate action taken, in accordance with MAG policies and procedures.
- Contribute to business and operational planning in order to improve project outputs.
- Liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency.

Health, Safety and Security

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

All 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

- Experience of working in traditional mine and humanitarian IED clearance operations in developing countries that are contaminated by remnants of conflict
- Experience in managing BAC operations
- Experience in managing integrated mechanical clearance assets.
- Experience of managing field operations
- Experience of leading, motivating and managing a diverse team of people
- Experience of mentoring and coaching others
- Experience of managing & 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.

Essential Skills and Knowledge

- Technical knowledge of explosive ordnance and traditional mine and humanitarian IED clearance techniques
- 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 organisational skills with the ability to plan and coordinate activities and projects
- Excellent communication and interpersonal skills
- Good literacy, numeracy, and IT skills



Essential Aptitude

- 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
- Self-motivated, flexible, and enthusiastic approach to work
- Ability to meet deadlines and work calmly under pressure
- Ability to represent and promote MAG

Required Qualifications

- IMAS EOD 3 Qualification
- IMAS EOD 3+ (Chemical, Theory)
- IMAS IEDD 3 or MAG Humanitarian IEDD Course

Desirable Qualifications

- IMAS Level 3+ (IEDD)

Signed employee:	Date:
Signed manager:	Date:

July 2025