Job Specification: Programme Manager, Grants and Partnerships

Department:	Programmes
Scale:	PSM Scale 4
Line managed by:	Country Director
Responsible for line managing:	Communications Coordinator and Programme/Grants Coordinator
Location:	Iraq

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: As a member of the country core SMT, the Programme Manager will provide senior level support to the Country Director with a focus on grant management, programmatic strategy and resource mobilization. This will include:

- Responsible for overall grant management; including proposals, reports, success stories and information management.
- Support the Country Director in identifying and pursuing opportunities to expand MAG programme activities
- With the Country Director, manage the overall programmatic strategy across the programme and ensure alignment between MAG's strategy, needs, national priorities and donor priorities.
- Responsible for external programme communications, including visibility
- Under the direction of the Country Director, develop effective relationships and networks with stakeholders including local, regional and national authorities, donors, partners, the UN, NGOs and commercial mine action operators.
- Support the Country Director with donor engagement and donor relationship management.
- Responsible for the management of strategic national and international partners

---

Job Description

Contract Management & Reporting

- Manage the Programme Grant Coordinator, ensuring robust grant management and reporting systems are in place and adhered to by all staff.
- Manage the funding grid, aligning donor priorities, operational needs, and financial resources to maintain team funding.
- Work with Information Management Unit (IMU) to conduct analysis on operational data for use in reporting and M&E
- In close collaboration with the community liaison staff, manage internal measurement of project outcomes and impact of MAG's activities.
- Oversee, coordinate and support the production of high quality proposals, reports and case studies related to the country programme.
- Ensure that all activities are implemented in line with donor requirements and in accordance with MAG, donor, country and international standards, rules and regulations.
- Support staff and SMT with compliance and answer questions regarding donor regulations.
- Coordinate with finance, HR and MAG HQ staff regarding the need for and preparation of grant amendments, extensions and realignments where necessary
- Responsible for ensuring that all internal and external reporting requirements are met, and that accurate and meaningful data is available to support reporting requirements.
- Ensure contractual compliance with project donors
- Actively participate in BVA meetings (led by the finance department) analyzing materials provided by the finance department and providing suggestions regarding managing spend.
- Act as the primary focal point for third party monitoring and evaluation of MAG's projects.

External Communication and Representation

- Oversee the development of the programme's communication strategy and management of the communication staff.
- Oversee the visibility of the country programme and manage the programme's visibility budget
- Oversee engagement with traditional media and ensure the programme is effectively represented on social media.
- Support the Country Director in providing effective representation for MAG to donors, national and local authorities, partners, and other relevant stakeholders in the country and region to ensure that MAG's mission, values and specific project objectives are clearly understood and supported.
- Together with the SMT, ensure MAG is adequately represented in coordination fora, represent MAG in coordination fora when appropriate.
- Engage with the NGO community and attend meetings related to advocacy and on-going needs to feed into project design or support coordinate response when necessary.
- Develop systems for internal coordination to strengthen coordination between MAG and other NGOs operating in different fields within MAG's area of operations. Work with field teams to develop a system to ensure good flow of information. Proactively identify potential opportunities for cooperation and follow up as necessary.
- As a member of the Iraq's Senior Management Team, inform peer members of any potential problems related to external relationships
- Develop and maintain effective working relationships with different stakeholders in Iraq
- Ensure all relevant parties are kept informed of MAG activities as appropriate.
- In coordination with relevant programme staff, coordinate and maintain effective relationships with national and international partners

Business Development

- Proactively identify and pursue business development opportunities to maximize MAG's impact in country and ensure the programmes' continuity and stability.

- Analyse donor trends, policies, priorities, and thematic funding opportunities.
- Lead the development of high-quality funding proposals for donors.
- Develop and maintain the programme's resource mobilization and donor engagement strategies/workplans.
- Support the Country Director and the programme with the drafting and the implementation of the Country Strategy and annual Business Plans.

Partnerships

- Act as focal point and be responsible for the successful management with MAG's international and national partners, including due diligence, vetting, oversight on compliance
- Manage MAG's partnerships strategy and ensure it is integrated within the programme and in the implementation of the annual business plan
- Establishment of joint project boards for significant partnerships that the programme is involved in
- Work with the relevant departments in the programme, HQ and partners to ensure partner compliance with reporting and donor rules and procedures.
- Develop and manage a framework for M&E of partnership projects and sub-grants
- Negotiate and implement MoUs with international and national partners as required, and prepare technical agreements per project / grant / periodic partnership review

Communications

- Responsible for the development of the programmes communication strategy and management of the programme's Communication Officers.
- Responsible for ensuring the visibility of the country programme that effectively promotes MAG's brand and key messages in line with MAG policy and specific donor requirements
- Management of the programme's visibility budget
- Oversight over media visits

Management and Training

- Supervise the day-to-day work of team members, and delegate tasks as necessary, ensuring all deadlines are met and that work is of a high quality and standardized.
- Coach, train, supervise and mentor direct-report staff, including communicating clear expectations, setting quarterly performance objectives, providing regular and timely positive and constructive performance feedback, and providing documented regular performance reviews.
- Ensure that all the programme team members have received training in line with their level of responsibility and receive technical support relevant to their fields of responsibility.
- Supervise and line manage department staff in line with MAG's HR policies and procedures.
- Plan and deliver capacity building opportunities for line reports.

Health and Safety

- Maintain oversight of Programme health and safety minimum standards, supporting the CD in ensuring that relevant policies and controls are adequately applied to ensure the safety of MAG staff, assets and resources.

Safeguarding

- Lead the diffusion of best practice, training and behavioural change initiatives to promote MAG key ethical and behavioural values, ensuring that every relevant stakeholder (staff / partner / third party / local authorities and Donors) is aware of available reporting mechanisms.
- Support MAG's commitment to safeguarding by ensuring alignment between donor requirements and MAG's safeguarding policies, when necessary allowing for safeguarding refresher training in project output targets, and supporting donor reporting requirements related to safeguarding cases in a confidential manner when required

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

- Demonstrable senior management experience overseas, preferably in international aid and development with a humanitarian agency in a developing country
- Experience of developing and supporting projects including implementation, management, monitoring and evaluation and contract compliance
- Proven expertise in the development of new business, including developing proposals, networking and contract negotiations
- Experience of having developed successful relationships and negotiated with donors, government bodies, other NGOs and local partners
- Experience of producing high quality donor reports and proposals (preferably with U.S. Government, Canada, Finland, Germany, France, Netherlands, Sweden, United Nations Mine Action Service (UNMAS)
- Experience of managing partners and providing oversight, particularly on compliance requirements

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.
- Knowledge and understanding of relevant institutional donors e.g. EU, UN, government departments
- Strong representation, communication and negotiation skills
- Excellent organisational skills with the ability to coordinate multiple activities

Essential Aptitude

- Ability to meet deadlines and work calmly under pressure
- Ability to communicate effectively in person and remotely
- Ability to represent and promote MAG at a senior level
- Commitment to MAG's strategic direction and core values
- Ability to establish effective working relationships at all levels internally and externally

---

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

March 2024