# Job Specification: Mechanical Support Manager

Programmes

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| **Scale:** | Mech 3 |
| **Line managed by:** | Technical Operations Manager |
| **Responsible for line managing:** | National staff as directed |
| **Location:** | Angola |

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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'.

**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.**

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## Job Purpose:

To operate, maintain and repair mechanical assets and coordinate spares within MAG's projects as required.

To conduct training, assessment and monitoring of all staff utilising the mechanical assets, including the car/truck fleet in order to build a local capacity for humanitarian mine action activities.

Due to the size of the program the Job Specification will contain a wider set of tasks and responsibilities.

The mechanical assets are: 1 x PT300 tiller, 1x MW240 tiller, 1 x TerexTC-75 mini excavator,2 x Cat 306.5 mini excavators, 1 x HYUNDAI ROBEX 55-3 mini excavator, MAN TGS 33-480 6x4 Flat bed with Crane, Samil 100 Flat bed with Crane, Volvo F12 Flat bad with Crane, 2 x trailers, and 34 x 4X4 Toyota's (different models).

## Job Description

**Technical**

- Ensure effective planning for all mechanical operations and provide written procurement lists for spare-parts and consumables as needed for each submission/operational season, per asset.
- Assist TFM / TOM with field operations of all mechanical assets within the MAG Angola programme.
- Provide input to TFM to ensure maximum output for each mechanical asset in any given situation (season or environment)
- Conduct, monitor and supervise mechanical inspections, servicing, and repairs for all mechanical assets.
- Provide written reports, maintenance logs and end month mechanical reports.
- Ensure all mechanical assets are fully functional throughout the season,

- Advise the TOM & TFMs on how maximum productivity can be achieved from the mechanical assets within the project.
- Advise the TOM & TFMs on appropriate equipment to use for task sites for mechanical clearance/ground preparation.
- Work with the TOM & TFM to develop and or upgrade appropriate written mechanical SOPs.
- Establish/maintain base/field workshops and assist with the recruitment and training of persons to staff them as necessary.
- Responsible for management of procurement of tools / assets and spare part needed.
- Develop written maintenance schedules for all mechanical assets in keeping with MAG's operational requirements and ensure/oversee their implementation.
- To assist and support the CD/TOM in developing draft country programme strategy, plans, proposals, and budgets with regards to all mechanical assets and spares in line with MAG's mission and mandate.
- Project usage of consumables and spare parts for the mechanical assets held within the programme.
- Mobilise and deploy field maintenance teams as required to repair or recover field-based machine breaks down or malfunctions.
- Be willing and able to work outside normal office hours (incl. weekends/stand downs) to reduce length of breakdown times for Mechanical Assets.
- Function as Fleet Manager and supervise all issues related to the car fleet and generators (temporary task, until funding allows a Fleet or Base manager to be hired)
- Manage spare parts needs and pro-actively plan ahead, minding diminishing availability in country.
- Support all procurement of technical assets, spare parts, within budget restraints.

**Capacity building and HR**

- Assist the TOM & TFMs with the design, development, delivery, and evaluation of appropriate training programmes for the use of all staff operating or servicing all mechanical assets.
- Provide both formal training and development of national staff in the use of all mechanical assets to conduct mine and EOD clearance activities according to MAG Standard Operating Procedures.
- Assist the TOM & HRM with the recruitment of national staff as regards to mechanical assets.
- Motivate and develop the mechanical 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**

- All reports are to be produced in English.
- Ensure that the TOM & TFMs are fully briefed on all technical and operational issues and any technical difficulties arising regarding mechanical assets.
- Assist the TOM & TFMs in providing relevant and useful information and case studies.
- Submit accurate operational reports as directed by the TOM & TFMs and produce other technical reports and documents as and when required.
- As required by the CD, TOM & TFMs, contribute to investigations and reports into all incidents/accidents where all mechanical assets are concerned.
- In the event of a breakdown, provide an end of day report to management on the situation and recommended solution for any mechanical asset in the Angola programme.

**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

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## Person Specification

**Essential Qualifications**

- Relevant certification, licenses for different skills such as welding, heavy machine repair, maintenance and management, to include generators fleet vehicles.

**Essential Experience**

- Maintenance and repair experience of mechanical assets and vehicles, including diagnostics, welding to include use of Arc/MIG welder and Oxy Acetylene cutting torch in metal fabrication and preventative maintenance.
- Ability to find creative solutions to problems.
- Experience of working in a developing country and an understanding of the constraints this imposes.
- Experience and ability to train both International and National staff as both Operators and Mechanics on all listed above equipment.
- Experience of managing and capacity building a team of national staff.
- Experience in managing and accounting for all mechanical logistic requirements.
- Experienced in Tillers and Excavators repairs and training.

**Essential Skills and Knowledge**

- Good organisational skills with the ability to coordinate and prioritise activities.
- Good literacy, numeracy, and IT skills (e.g. Word/Excel)
- The ability to communicate with clarity and credibility on paper and face-to-face.
- Good Verbal and written English language skills.

**Essential Aptitude**

- Innovative and proactive with a problem-solving approach where systems can be improved.
- Determined and committed to the highest quality standards.
- Ability to establish and maintain effective working relationships at all levels internally and externally, including suppliers.
- Ability to meet deadlines and work calmly under pressure.
- Ability to handle and prioritise a heavy workload.
- Ability to represent and promote MAG.
- Interest in and commitment to MAG's humanitarian and capacity building mandate.
- Self-motivated, flexible, and enthusiastic approach to work.

**Desirable**

- Previous experience of working in Africa / Angola.
- Basic understanding of Portuguese.
- Previous experience in, or exposure to Humanitarian Mine Action.
- Previous experience of working on mechanical assets in a remote area away from main workshop facilities.

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