

Job Specification: Mechanical Support Manager

Department:	Operations
Scale:	Mech 3
Line managed by:	Technical Operations Manager (TOM)
Responsible for line managing:	National and International Mechanic Staff and workshop staff
Location:	MAG Iraq (Erbil with frequent travel to all bases)

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:

Safeguard and manage all in country mechanical assets located across several operational locations and bases within the programme. This will include the overall management of the workshops and work shop staff.

The purpose of this position is to provide direct and indirect in-field supervision of employees operating mechanical assets including but not limited to vehicle fleet, heavy duty vehicles, mechanical demining machines, plant machinery, generators etc.

Responsible for ensuring that all mechanical assets under his/her supervision are correctly operated, serviceable, maintained, repaired and spares coordinated within the programme.

Responsible for ensuring that all staff under his/her supervision are trained, tested and accredited to correctly operate, service, maintain, repair and regularly report level of spares to minimize any down time.

Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control including developing new mechanical methodologies and mechanical innovations.

To manage all mechanics in regards maintenance and repair mechanical assets with associated spares, to include generators and fleet vehicles for maintenance only, within MAG's projects as required.



To conduct training, assessment and monitoring of all staff nominated to repair all mechanical assets, to include generators and fleet vehicles for maintenance only in order to build a local capacity for humanitarian mine action activities.

Job Description

Technical

- Set realistic performance targets for each type of mechanical assets and work with the TOM to ensure performance and delivery with minimum downtime through the operational year. This includes e.g. considering the weather and seasonal impact in the operational areas avoiding unnecessary downtime.
- Conduct and supervise field operations in support of your Mechanical Field Operations Managers(MFOMs) all the mechanical assets within the MAG Programme where required.
- Monitor and supervise mechanical inspections, servicing and repairs of all mechanical assets within the assigned programme, to include generators and fleet vehicles for maintenance only.
- Develop maintenance schedules in keeping with MAG's operational requirements and ensure/oversee their implementation.
- Project usage of consumables and spare parts for the mechanical assets held within the programme and assist the TOM with procurement in line with programme SOPs and global procurement guidelines.
- Carry out mechanical QA on all Mechanics within the program.
- Provide input to ensure maximum output for each mechanical asset in any given situation (season or environment).
- Ensure all mechanical assets are fully functional throughout the season and where required:
- Carry out assessments and recommendations for immediate actions in writing to TOM;
- Ensure lessons learned with each incident/accident and breakdown;
- Conduct full (written) diagnostics at start and end of season; and
- Undertake any repairs at the field site with minimum support – mechanical, electrical, welding as necessary.
- Where appropriate and qualified, advise the TOM on appropriate equipment to use for task sites for mechanical clearance/ground preparation.
- Work with the TOM and to develop appropriate written SOPs per asset and ensure mechanical assets/operators receive accreditation where required.
- Establish and maintain field workshops and assist with the recruitment and training of mechanics to staff them as necessary.
- Develop procedures with the TOM on what should be managed internally and externally, which provides the necessary mechanical support for maintenance, repairs and procurement management of tools and assets needed.
- Managing a team of national mechanics and drivers, including delivery of training to national staff in order to strengthen capacity to conduct maintenance, repairs and use of vehicles and mechanical assets

Capacity building and HR

- Support the TOM with the recruitment of international and national staff for mechanical roles and/or assets.
- Support the TOM with the design, development, delivery and evaluation of appropriate training programs for the use of all staff operating or servicing mechanical assets.
- Designing, developing, delivering and evaluating the appropriate training programmes for maintaining and repairing mechanical assets, including training and monitoring of mechanic staff.
- Motivate and develop the mechanic team(s) to perform to a high standard.
- Build and maintain good working relationships with all international & national staff to maximise capacity building objectives.

Communication and Reporting

- Ensure that the Operators are fully briefed on all technical issues and any technical difficulties arising regarding mechanical assets.



- As required by the CSM and TOM, contribute to investigations and reports into all incidents/accidents where MAG mechanical assets are concerned.
- Oversee the production of weekly/monthly reports and ensure that they are submitted in a timely manner to TOM. This includes HDR and D reports on a bi-monthly basis.
- Ensure that the TOM is fully informed on all technical and operational issues and any technical difficulties arising concerning all mechanical assets within the programme.
- Submit accurate operational reports as directed by the TOM and produce other technical reports and documents as and when required.
- Ensure good understanding of all aspects of the programme/projects. Ensure that staff are made aware of wider programme issues, developments and achievements within MAG.
- As required by the TOM, contribute, conduct investigations and provide reports on all incidents/accidents where MAG's mechanical assets are concerned.
- When required, contribute to internal discussion and planning designed to improve MAG's performance, results and impact in humanitarian mine action.

Health and Safety

- Maintain oversight of Programme health and safety minimum standards, supporting the TOM 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 behavioral change initiatives to promote MAG key ethical and behavioral values, ensuring that every relevant stakeholder (staff / partner / third party / local authorities and Donors) is aware of available reporting mechanisms.

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 in mechanical management
- Experience of maintaining and repairing a wide range of mechanical assets
- Experience of working in a developing country and an understanding of the constraints this imposes
- Experience of reporting on a timely and accurate basis to both externally and internally to the organisation
- Experience of designing and delivering training in the repair and maintenance of machinery
- Experience of managing and capacity building a team of national staff



- Maintenance and repair experience of all mechanical assists, including: diagnostics; welding -Skilled in welding/use of MIG welder; preventative maintenance; ability to find creative solutions

Essential Qualifications

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

Essential Skills and Knowledge

- Excellent organisational skills with the ability to coordinate and prioritise activities
- Excellent literacy, numeracy and IT skills (e.g. Word/Excel)
- The ability to communicate with clarity and credibility on paper and face-to-face.
- 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 maintaining Excavators, Frontend loaders and Backhoes and other Heavy Equipment's.

Signed employee:	Date:
Signed manager:	Date:

November 2025