

Job Specification:

Technical Field Manager

Department:	Programmes
Scale:	Technical 3
Line managed by:	Technical Operations Manager
Responsible for line managing:	Locally contracted staff as required
Location:	Angola

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 implement all aspects of mine clearance and EOD operations and related tasks in the country of operation in accordance with Standard Operating Procedures and as required by the Technical Operations Manager (TOM).

To conduct training and day to day assessment and monitoring of all staff carrying out technical operations to ensure safe practice and in order to build local capacity for humanitarian mine action activities.

To support the TOM in ensuring the overall safe execution of all MAG technical activities within the country of operation.

Job Description:

Operations

- Conduct and supervise field delivery of MAG technical HMA operations.
- Co-ordinate with Community Liaison Advisors in the day-to-day planning and implementation of operations.

- Ensure full knowledge of and ensure implementation of all Standard Operating Procedures, drills and other work practices.
- Continually conduct risk assessment operations to ensure that the safety of operations is optimal.
- Conduct monitoring and evaluation of all operational tasks to ensure effectiveness.
- Conduct reconnaissance and survey of explosive ordnance (EO) contaminated areas as directed by the TOM.
- Ensure that all staff under your line management are aware of, understand, and adhere to all programme SOPs, at all times.
- 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 and procedures in the theatre of operations.
- Ensure provision, supply, maintenance, safe and appropriate storage of all necessary vehicles, technical materials and equipment (including explosives and accessories) under line management.
- Advise and assist the TOM with the implementation of new systems and procedures in relation to optimising safety, efficiency and effectiveness.
- Conduct assessments and other technical missions on behalf of MAG in country and worldwide as required by the CD and Regional Director.
- Deputise for the TOM when required including assuming operational management responsibility.

Capacity building and HR

- Assist the TOM and Standards & Training Manager (STM) with the design, development, delivery and evaluation of appropriate training programmes for technical personnel.
- Support the TOM and STM in the day-to-day training and development of national staff to conduct technical HMA activities according to MAG Standard Operating Procedures.
- Assist the CD/TOM with the recruitment of national technical staff.
- Motivate and develop the technical team to perform to a high standard.
- Build and maintain good working relationships with all national staff to optimise capacity building objectives.

Communication and Reporting

- Ensure that the TOM is fully briefed on all technical and operational issues and any technical difficulties arising.
- Assist the TOM in providing relevant and useful information and case studies to the CD.
- 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/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 in HMA.
- Liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency, as directed by the TOM.

Health, Safety and Security

- Monitor the security situation in work location and areas of operations ensuring that the TOM is kept informed of security risks and developments.
- Ensure MAG health and safety requirements are complied with in your area of operations and field accommodations(if applicable), including, ensuring duty of care to staff.

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.

Person Specification

Essential Experience

- Experience of working in HMA operations in developing countries that are contaminated by remnants of conflict
- Experience of managing technical 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.

Essential Skills and Knowledge

- Technical knowledge of Explosive Ordnance and clearance techniques, including new developments. At minimum this is to be at the level of supervisor in line with IMAS 09.10/01/2023
- Ability to implement and comply with security and technical Standard Operating Procedures
- Basic understanding of community liaison and information management and its use in HMA
- Excellent organisational skills with the ability to plan and coordinate activities and projects
- Excellent communication and interpersonal skills
- Good literacy, numeracy and IT skills (Microsoft Office, Teams, Onedrive, Sharepoint)

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.
- 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

Qualifications

- Explosive Ordnance Qualification to IMAS Level 3 meeting the requirements as established in IMAS 09.30/01/2022. This can be from a relevant and recognised military, civilian or HMA NGO.

Desirable Experience, Skills, Knowledge and Aptitude (posting and context specific)

- Understanding of managing Information Management Systems (including Esri – ArcGIS, IMSMA)
- Experience in managing teams conducting mechanically assisted land release.
- Knowledge of research and development of innovative HMA tools and procedures
- Experience in managing Bulk Demolitions and advanced EOD techniques including render safe of Aerial Bombs, Guided Weapons and Chemical Ordnance.

- Advanced Knowledge of IT tools (Microsoft Office (advanced Excel), Outlook 365, SharePoint, Power BI)
- Understanding of OMIS and Survey 123
- Previous regional (Africa) experience in the humanitarian mine action sector.
- Knowledge and experience in foreign languages - Portuguese

Desirable Qualifications (posting and context specific)

- Explosive Ordnance Qualification to IMAS Level 3+ in line with IMAS 09.10/01/2023 (Advanced Explosive Theory, Bulk Demolitions, Air Dropped Weapons, Guided Weapons, Chemical Ordnance (Basic), Armoured Fighting Vehicle Clearance) This can be from a relevant and recognised military, civilian or HMA NGO.
- Formal Accident & Incident Investigation training. This can be from a relevant and recognised military, civilian or HMA NGO.

Signed employee:	Date:
Signed manager:	Date: