Job Specification: Senior Technical Advisor (Humanitarian Mine Action)

Department: Programmes – Programmes Quality Team
Scale: Technical 6
Line managed by: Director of Programme Quality
Responsible for line managing: HMA Technical Advisor, Global Medical Coordinator (GMC) Global Mechanical Advisor (GMA), Standard and Training Advisor (S&TA)
Location: Remote based with regular travel overseas

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.

Job Purpose:

The Senior Technical Advisor (STA) will lead in fostering strategic leadership, organizational policy development, and external representation to enhance the effectiveness, innovation, and reputation of the organization within the Humanitarian Mine Action (HMA) sector.

The STA will engage in strategic communication, define organisational positions on relevant issues, and lead in the development and implementation of policy at the organizational level. Additionally, the STA will represent the organization externally within the sector and in business development endeavors in new countries, aligning these efforts with the overarching strategic objectives of the organisation.

Job Description

All activities will be undertaken in line with the Purpose, Scope and Principles of the Programme Quality Team

Strategic Leadership:

- Spearhead the strategic evolution of the organization's global HMA operations, delineating and communicating organizational positions on pertinent issues.

- Collaborate with internal teams to translate strategic objectives into operational goals and initiatives, ensuring coherence and alignment across the organization.
- Define organisational positions on issues such as innovation standardization, building sustainable national capacities in the HMA sector.

Policy Development and Implementation:

- Lead the development, implementation, and review of organizational policies pertaining to HMA, ensuring they reflect current best practices and sectoral standards.
- Engage with internal and external stakeholders to ensure policy coherence and effective implementation at both organizational and operational levels.

External Representation and Business Development:

- Serve as a high-level representative of the organization at sector-specific events, forums, and in interactions with external stakeholders, advocating for the organization's positions and building strategic partnerships
- Lead initial country assessment missions to explore and seize business development opportunities, in line with the organization's strategic objectives.
- Contribute to the preparation and review of tender documents and proposals, ensuring alignment with organizational strategies and sectoral standards.

Technical Innovation and Standardization:

- Advise on the adoption of new technologies and methodologies within the HMA sector, providing recommendations to the Strategic Initiatives Team and wider organization.
- Foster a culture of continuous improvement, ensuring that lessons learned and best practices are integrated into organizational policies and operational procedures.

Team Leadership and Management:

- Assume a strategic leadership role within the managerial team, fostering a culture of collaboration, innovation, and excellence.
- Lead and mentor a team of technical advisors, creating an enabling environment for cross-functional cooperation and knowledge sharing.
- At a managerial level, oversee the planning and execution of HMA projects, ensuring alignment with organizational strategies and policies.
- Establish clear goals, performance metrics, and feedback mechanisms to drive team accountability and continuous improvement.
- Engage in capacity building and professional development of team members, ensuring they are equipped with the necessary skills and knowledge to excel in their roles and contribute to the organization's strategic objectives.
- Facilitate regular team meetings and review sessions, encouraging open communication, and ensuring alignment on priorities and objectives among team members and with broader organizational goals.
- Foster strong relationships with other organizational units, promoting a cohesive approach to achieving the overarching mission and vision of the organization.
- Through effective team leadership and management, contribute significantly to enhancing organizational performance and impact in the Humanitarian Mine Action sector.

Recruitment and Staff Development:

- Collaborate with the UK HR Team in the recruitment, deployment, and induction of strategic and technical staff, ensuring alignment with organizational needs and standards.
- Develop and deliver training and mentoring programs to enhance the skills and competencies of staff, particularly within the HMA thematic area.
- Work closely with other advisors and HR teams to ensure a cohesive approach to staff recruitment and development across intersecting program themes.

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.
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required.
- 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 writing and implementation of policy related to HMA
- Extensive experience in designing and managing humanitarian mine action programmes and initiatives in multiple countries and operational contexts, with extensive experience in senior management positions
- Field experience in all relevant mainstream operational approaches and methodologies
- Proven track-record in delivering concurrent multi-million-pound contracts in line with contractual obligations and targets
- Experience of undertaking quality assurance and monitoring and evaluation of HMA activities
- Experience of high-profile organisational representation, including with major donors and in the international sector and with other key stakeholders
- Experience in development of drafting written materials such as SOPs, TNs and Proposals
- Operational implementation experience in HMA survey and clearance

Essential Skills and Knowledge

- Fluent written and spoken English
- Familiarity with IMAS and GICHD HMA publications with the ability to write HMA publications for development and promotion of MAG technical operations.
- Proficiency in producing high quality written reports against tight deadlines, for internal and external distribution
- Ability to represent an organisation, developing appropriate relationships and networks on MAG's behalf
- Excellent interpersonal skills with the ability to build effective working relationship and influence a variety of stakeholders
- An understanding of the political and policy contexts in which HMA activities are planned and implemented
- An efficient self-starter with an ability to work alone and as part of a team, prioritise tasks, and deliver against deadlines
- Good project management and organisational skills including ability to plan, think strategically and make sound decisions
- Ability to prioritise, manage a heavy workload and work well under pressure

Essential Aptitude

- Willingness to travel extensively to operational locations and undertake assessment missions to new countries of operation
- Ability to work as part of a remote team and foster constructive working relationships within the organisation while proactively building networks with sector partners
- Ability to successfully guide and mentor staff members, and encourage high performance

Essential Qualifications

- EOD3 or ATO Qualified

Desirable

- Working knowledge of French and / or Spanish

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

October 2023