CANDIDATE INFORMATION SHEET

Technical Field Manager – Azerbaijan (subject to funding)

TERMS OF APPOINTMENT

This is a permanent term position beginning as soon as possible and subject to funding. This post has unaccompanied status. The place of work will be Azerbaijan although all programme international staff may be required to transfer to other MAG overseas operations on a temporary or permanent basis.

THE BENEFITS PACKAGE

Remuneration

The total starting package for this position is **£63,656 GBP per annum** (approx. $80,489 USD). This includes basic salary and allowances:

Basic Salary	Point 1 - £55,656 per annum Point 2 - £57,048 per annum Point 3 - £58,476 per annum Point 4 - £59,940 per annum Point 5 - £61,440 per annum Point 6 - £62,976 per annum **The starting salary will be Point 1 of the scale.** Subject to satisfactory performance, progression will be automatic, with individuals receiving an increment on the 1st of the month, following the anniversary of their appointment, until they reach point 6.

Allowances:

Cost of Living Allowance	You will receive a Cost-of-Living Allowance of **£8,000** per annum, designed to contribute to your daily living costs whilst working overseas with MAG. This is paid with salary in monthly instalments.

MAG salaries and benefits are fixed in sterling, and we will convert to whichever currency your bank account is held in. Please note that MAG cannot be responsible for any fluctuations in exchange rates during employment.

Allowances are reviewed on an annual basis and may change. Allowances are linked to the role or to the location of work. Changes to either may lead to allowance entitlements or levels changing.

Other Benefits



Leave Entitlement: Due to the short-term nature of this contract, you won't be able to take leave during the secondment period but will continue to accrue leave as per your terms and conditions.



Flights: MAG will provide the deployment and repatriation flights at the start and at the end of the contract



Accommodation: All international staff will have accommodation in their programme country provided for them by MAG. This will differ in standard dependent on the programme location. For the majority of staff, this will be in shared accommodation with other MAG team members, with your own private bedroom. This includes rent, any tax, utilities – water, gas, and electricity - and internet. MAG will also provide accommodation whilst travelling internationally where appropriate and required.



Insurance: MAG provides personal accident insurance, life assurance and medical and repatriation insurance for all international staff.



Employee Assistance Programme: MAG offers free access to an Employee Assistance Programme, provided via Health Assured / COMPSYCH providing 24/7 confidential support and expert advice on a wide range of issues.

OTHER TERMS

Working Hours: There are no fixed hours of work.

Pension Scheme: Due to the complexity of managing multiple schemes in different jurisdictions, MAG does not enrol international staff into a pension fund. However, we strongly encourage all staff to plan and use whatever proportion of their salary they think is appropriate to invest in their home country or other location.

APPOINTMENT AND BACKGROUND CHECKS

MAG is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of the communities with whom MAG engages. MAG expects all staff to share this commitment through our Policy on Personal Conduct. We place a high priority on ensuring that only those who share and demonstrate our commitment to Safeguarding are recruited to work for us.

All post holders with MAG will undertake the appropriate level of training and are responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

OUR EQUITY, DIVERSITY AND INCLUSION COMMITTMENT

MAG is committed to the principles of equity, diversity and inclusion. If you think you would be suited to one of our roles we would welcome your application regardless of your background. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential. Women are encouraged to apply.

APPLICATION AND SELECTION

Data Protection: MAG is an international organisation with programmes worldwide, many outside the European Economic Area (EEA). In submitting an application to MAG you are agreeing, in accordance with the European General Protection Regulation 2018, that MAG can hold, transmit and use personal information, such as that contained in application forms and CVs, for the purposes of assessing suitability for employment with MAG or for project and proposal resourcing. This information can be stored in manual and/or computer form and due to the locations in which MAG works, may involve transmission outside of the EEA. You should be aware that protection of personal information may not be equivalent to the protection provided in the EEA. However, MAG will seek to uphold the same standards of security and respect when processing your data across our organisation. Information will not be shared with third parties without express agreement between the individual and MAG during this process of application for employment. All recruitment information collected during the application process will be confidentially destroyed 6 months following the end of the recruitment campaign.

Response Instructions: Application is by completed application form. This document should be submitted to humanresources@maginternational.org by the closing date of 25th August 2024.

Interview Arrangements: Interviews may be held using MS Teams. Where a face-to-face interview is preferred, reasonable travel expenses will be reimbursed where agreed in advance. Please advise us of any dates that you would not be available for interview if you were shortlisted. If you have been shortlisted, you will be contacted by email to confirm interview arrangements. If you have not been contacted within three weeks of the closing date, you should assume that your application has not been successful.