Job Specification: Technical Field Manager

Department: Programmes
Scale: Technical 3
Line managed by: Technical Operations Manager
Responsible for line managing: National Staff
Location: Azerbaijan

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 negative threat and 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 negative impacts 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). Additionally, conduct training and day to day assessment and monitoring of all staff carrying out technical operations to ensure safe practice and to build a local capacity for humanitarian mine action activities. Further, support the TOM in ensuring overall safe execution of all MAG technical activities within the country of operation.

Job Description

Technical

- Conduct and supervise field operations of MAG mine and EOD clearance operations in line with donor requirements.
- 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 MAG Standard Operating Procedures, National mine action standards (NMAS), all drills and other work practices required for the safe execution of duties.
- Regularly conduct risk assessments 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 mine/ordnance contaminated areas as directed by the TOM.
- Maintain a comprehensive and current understanding of all mines and munitions in the operational area
- Maintain a thorough and current understanding of all relevant technical equipment used in the operational environment.

- Support the TOM to ensure the maintenance and safe and appropriate storage of all necessary technical materials and equipment (including explosives and accessories).
- Advise and assist the TOM with the implementation of new systems and procedures in relation to optimising productivity and safety.
- Conduct assessments and other technical missions on behalf of MAG in country and worldwide as required by the CD and Regional Programmes Manager.
- Deputise for the TOM when required including assuming operational management responsibility.

Capacity building and HR

- Assist the TOM with the design, development, delivery and evaluation of appropriate training programmes for deminers and other technical personnel.
- Support the TOM and STM in the day-to-day training and development of national staff to conduct mine and EOD clearance activities according to MAG Standard Operating Procedures, NMAS and donor specific requirements.
- 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 humanitarian mine action.
- Liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency.

Health, Safety and Security

- Monitor security situation in work location and areas of operations ensuring that the TOM is kept informed of security risks and developments.

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

Person Specification

Essential Qualifications
Relevant and recognised EOD/demining qualification to fulfil organisational needs or suitable practical experience

Essential Experience

- Experience of working in mine clearance/EOD/SALW operations in developing countries that are contaminated by remnants of conflict
- Experience of managing integrated (manual, BAC, Mechanical, ADS (MDR and TSD and MDD) , EORE, NTS) 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, such courses include, but not limited to, basic demining, Battle Area Clearance, Team Leader and Supervisor courses.
- Experience of working independently for extended periods of time in 'stand-alone' environments with minimal supervision.

Essential Skills and Knowledge

- Technical knowledge of mines/SALW/unexploded ordnance and mine clearance techniques, including new developments*
- Technical knowledge and demonstratable applied skills in integrated clearance is highly desirable
- Ability to develop, review and comply with security and technical Standard Operating Procedures
- Ability to contribute technical knowledge and clearance targets to proposals and reports
- Excellent organisational skills with the ability to plan and coordinate activities and projects
- Excellent communication and interpersonal skills, fluent English language skills.
- Good literacy, numeracy and IT skills

  * Knowledge of one or more of these technical skill areas is essential

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

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