Job Specification: Base Manager

Department:	Programmes
Scale:	PSM 4
Line managed by:	Country Director
Responsible for line managing:	National Staff (approximately 10)
Location:	Roving, Ukraine

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:

MAG is in the process of establishing an operational response in Ukraine, following the Russian invasion in February 2022. The Base Manager will ensure the efficient set up and management of MAG's support and forwarding operating bases in country, in support of MAG strategic programme objectives. The postholder will be responsible for managing the logistics, finance, administration, and liaison with communities / local authorities at an area level.

Job Description

Administration and Support Services

- Ensure that all relevant internal administrative policies and donor policies and procedures, and applicable local regulations are always understood and complied with, also ensuring the implementation of the new released SoPs.
- Provide feedback and input into MAG's internal support services policies and procedures, making sure they are fit for purpose and relevant to the context, in close collaboration with HR, Logistics and Finance Managers
- Develop systems and processes to improve internal controls on the base together with the Senior Manager in Charge.
- Ensure that housing and amenities are maintained at a high level to facilitate a comfortable living standard for international and national staff based at the location.

- Ensure that robust and efficient administrative processes are established and followed.
- Ensure good communication and coordination between the support and administration team and the technical operational teams.

Health, Safety and Security

- Work in close collaboration with the Country Security Manager to monitor the security situation in the base location and areas of operations
- Ensure compliance with Ukrainian HSE legislation in liaison with the country HSE officer.
- Ensuring that the HQ policies for Health and Safety are complied with all times

Finance Management

- Ensure that all internal finance management procedures are followed, and financial records are properly maintained and submitted within the agreed deadlines.
- Coordinate with Finance Department to manage cash flow requirements for the base where appropriate.
- Ensure operational advances are managed appropriately so that they are liquidated promptly, and properly accounted for.
- Responsible for holding the main cash safe, and making transfers to the small safe, and cash payments for large procurements where appropriate.

Human Resources

- Ensure that weekly attendance reports are submitted from teams and logged in the HR System.
- Ensure missing information from teams is followed up on a weekly basis in coordination with HR team.
- Oversee filing of HR records and ensure this is maintained to a high standard, both hard and soft copies.
- Ensure that new staff members are inducted in line with HR SOPs.
- With the support of the HR Manager, actively contribute to the recruitment processes for the National Staff, ensuring managers complete requirements prior to recruiting personnel.
- Ensure that national staff terms and conditions are understood and followed, advising other staff members where relevant.
- Support to the HR Manager in the implementation of Performance Management procedures.
- Ensure that disciplinary procedures are correctly followed and attend disciplinary hearings as relevant.
- Ensure that appropriate HR management information is distributed to managers as relevant.
- Ensure that timesheets for all national and international staff are submitted on monthly basis.
- Oversee and supervise the recruitment, selection, hiring, training, and performance management of all base support staff, and ensure those actions are carried out in compliance with applicable MAG policies, local legislation and donor policies.

Logistics, Procurement, and Fleet Management

- Oversee the procurement process as per SoPs. Ensure programme procedures are adhered to and developed where necessary.
- Seeking the advices of the logistics staff and contribute to prepare logistics and procurement plans.
- Liaise with the Kyiv office for procurement needs if, and when, required and organise transport of goods.
- Coordinate closely with operational teams to ensure that logistics and procurement planning is completed to ensure efficient operations can take place.
- Supervise base staff to ensure that MAG's vehicle fleet, generators, heavy plant, and other equipment is managed and maintained in such a manner as to support operations in the most efficient way possible.
- Ensure assets are properly managed and perform regular physical verifications and checks, continually updating the database.
- Ensure all stores are recorded correctly and reported on a monthly basis, including ensuring that stocks below the minimum stock level are reordered, and regular physical checks are made against the reported stock balance.

- Ensure that Fuel Balances are maintained and managed effectively, and monthly fuel and vehicles reconciliation is completed and submitted on time.
- Supervise base staff to ensure effective and timely maintenance, servicing and repair of generators.
- Ensure office and departmental IT needs are met.

Representation

- Represent MAG when dealing with local authorities, other organisations, and NGOs within the provincial area of operations.
- Ensure all relevant parties are kept informed of MAG activities as appropriate.
- Inform the SMT of any potential problems related to external relationships ahead of time

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 Experience

- Experience of living and working in a politically sensitive and potential insecure environment that has required situational awareness and restricted movement
- Experience of having developed positive relationships and negotiated with, local authorities, other NGOs and local partners
- Experience of managing & developing a team of national staff
- Experience of implementing and using finance, logistics, administration and human resource systems
- Experience of monitoring a dynamic security situation and developing and implementing comprehensive security procedures and policies.

Essential Skills and Knowledge

- Fluent English language skills
- Proven ability to motivate and develop a team
- Proven logistics systems management & understanding.
- Excellent organisational skills with the ability to coordinate multiple activities with conflicting deadlines
- Effective influencing and negotiating skills
- Ability and willingness to undertake routine administrative tasks
- Understanding of, and commitment to, humanitarian and capacity building principles

Essential Aptitude

- Proactive, flexible and positive approach to work with the ability to find creative solutions to challenges
- Determined and committed to high quality standards
- Excellent communication and interpersonal skills with the ability to establish effective working relationships at all levels internally and externally
- Ability to meet deadlines and work calmly under pressure and manage own stress
- Ability to represent and promote MAG
- Ability and willingness to work with uncertainly and demonstrate good judgment
- Self-motivated, flexible and enthusiastic approach to work
- Ability to work independently and operate alone
- Ability and willingness to live and work in a remote and insecure environment with extremely restricted movement.
- Experience of working in a humanitarian emergency response situation

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

Dated September 2023