CANDIDATE INFORMATION SHEET

Head of Support Services, Azerbaijan – 6 months Fixed Term

TERMS OF APPOINTMENT

This is a 6-month temporary post for a Head of Support Services, subject to donor approval and beginning as soon as possible. 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 **£50,182 GBP per annum** (approx. $63,399 USD).

This includes basic salary and allowances:

Basic Salary	Point 1 - £40,332 per annum Point 2 - £41,340 per annum Point 3 - £42,372 per annum Point 4 - £43,428 per annum Point 5 - £44,508 per annum Point 6 - £45,624 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.
Programme Management Allowance	You will receive a Programme Management Allowance of **£1,850** per annum designed to recognise and reward senior managers based on the size and scale of the programme. 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: Annual leave entitlement starts at 6 weeks per year and increases with service to 8 weeks per year. This will be pro-rated, based on the length of the contract.



Flights: MAG will also provide 3 flights home from the country programme in each completed 12-month period. For a 6-month fixed term contract, as well as the deployment/repatriation flight, MAG would offer one additional leave flight.



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 for the future and use whatever proportion of their salary they think is appropriate to invest in their home country or other location.

Probation: You will be subject to a six-month probationary period.

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.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include police / criminal record and anti- terrorism checks.

You can access a copy of MAG's Background Checks Policy here. You can find out more about our commitment to Safeguarding here.

References: All offers of employment will be subject to the receipt of professional references which cover your last five years of employment, and are satisfactory to MAG (and where appropriate for the role, verification of your professional membership and qualifications). MAG requires references from your two most recent organisations, and which cover the entirety of the last five years of employment. Your referees should be your direct line managers and be official organisational references. If your most recent line managers are only able to provide personal references, we will require additional organisational reference details from you.

MAG also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Further information on MAG's reference checking process will be provided to the successful candidate.

Police/Criminal Records Check: In order to ensure MAG is fulfilling its safeguarding obligations, we require certain roles to undertake a Police/Criminal Records check. This role has been identified as requiring such a check on appointment, and once every three years during employment. You will also be required to make a criminal record self-disclosure on appointment. Further information on MAG's police/criminal records check process will be provided to the successful candidate.

Responding to a Criminal Conviction: MAG will not discriminate unfairly on the basis of a conviction or other information revealed, and is committed to equal opportunities in employment. Declaration or discovery of a criminal history will not automatically preclude a person from being or remaining employed.

Anti-Terrorism: To ensure compliance with donor requirements, all offers of employment will be subject to satisfactory screening through MAG's anti-terrorism software.

Medical clearance: It is our duty to ensure all MAG staff are medically fit to undertake their work. Offers of employment with MAG are therefore subject to satisfactory medical clearance. MAG uses the services of Well-Travelled Clinics, a UK-based travel health organisation, to assess employees' health prior to deployment. Successful candidates only will be required to undergo their pre-deployment medical process. All reasonable costs will be borne by MAG.

Wellbeing, mental health and resilience: MAG takes wellbeing seriously. As result of this, we ask all individuals who will be working in International, Roving and Global positions in MAG to undertake a pre-deployment resilience assessment. This is a psychological assessment which looks at how an individual manages stress. The purpose of the assessment is to identify if there are any adjustments that MAG may need to consider in order to ensure that we are meeting our duty of care toward the wellbeing of the individual. Successful candidates only will be required to undergo this process. All reasonable costs will be borne by MAG.

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.

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 submission of a covering letter setting out your interest in the role and relevant experience, as well as an up-to-date copy of your CV. These documents should be submitted to humanresources@maginternational.org by the closing date of 7th April 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.