Job Specification: Technical Field Manager- West Africa/Sahel - Chad

Department: Programmes
Scale: Technical Grade 3
Line managed by: Technical Operations Manager / Regional Programme Manager
Responsible for line managing: Locally Contracted Staff as required
Location: Sahel West Africa / Chad

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:

Implement all aspects of Humanitarian Mine Action, Weapons and Ammunition Management and Explosive Ordnance Disposal (EOD) operations and related tasks in the country of operation in accordance with standard operating procedures.

Provide training, evaluation and daily monitoring of all technical operations staff to ensure safe practices and build local capacity for MAG operations, including coordinating and providing technical oversight from initial project design, activities delivery to the development of sustainable national capacity.

To support the Technical Operations Manager (TOM) and Regional Programme Manager (RPM) in ensuring overall safe execution of all MAG technical activities within each country of appointment.

Job Description

Technical

Weapons and Ammunition Management (WAM)

- Conduct technical assessments of Small Arms and Light Weapons (SALW) and Physical Security and Stockpile Management (PSSM) and supervise MAG WAM Operations field operations.

- Coordinate and supervise EOD mobile team conducting assessments of ammunition and SALW storehouses across Chad. Those are locations are usually remote. The objective is to identify obsolete or otherwise at-risk ammunition and conduct safe disposal.
- Act as the principle WAM Technical Manager regarding the safe and secure management of ammunition and weapons.
- Manage the operational tasking process for all WAM type contracts including technical assessments, physical rehabilitation and/or construction of ammunition and weapons storage facilities.
- Organise and oversee ammunition destruction operations in line with the IATGs and MAG SOPs.
- Draft for approval National SALW and PSSM standards using best practice identified in the IATGs and MOSAIC's as a baseline.
- Implement the IATG Risk Reduction Process Levels, (basic, intermediate, or advanced levels), thereby making IATG's relevant through an understanding of diverse national capacities.

Humanitarian Mine Action (HMA)

- Conduct and supervise field operations of MAG in Mines and EOD clearance, Technical Survey and other HMA-related operations. At the moment in Chad this is limited to EOD mobile team conducting spot tasks.
- Monitor and evaluate all operational tasks to ensure effectiveness.
- Conduct reconnaissance and surveys of mine and ordnance contaminated areas when and as directed by the TOM/RPM

General

- Ensure full knowledge and implementation of all standard operating procedures, drills and other working practices.
- Co-ordinate with Community Liaison Advisors in the day-to-day planning and implementation of operations.
- Ensure thorough and up-to-date knowledge of all mines, munitions and SALW in theatre.
- Support the programme 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/RPM with the implementation of new systems and procedures in relation to maximizing productivity and safety.
- Conduct assessments and other technical missions on behalf of MAG in country, Sahel and West Africa as required by the TOM/RPM.

Training and Capacity Development

- Adapt (in close coordination with the STM), deliver and evaluate technical SALW and Ammunition Stockpile Management training to host Government officials in accordance with the UN SaferGuard Programme on IATG and MAG standards.
- Adapt (in close coordination with the STM) and deliver technical SALW Management training to host government officials in accordance with MOSAIC and MAG standards.
- Assist the TOM/STM in the design, development, delivery and evaluation of appropriate training programmes for deminers and other technical personnel
- Assist the TOM/RPM with the recruitment of national technical staff.
- Support the day-to-day training and development of national staff to conduct mine clearance and EOD activities and all activities related to WAM activities, in accordance with MAG standard operating procedures.
- Motivate and develop the technical team, as well as partnered national authorities to perform to a high standard.
- Build and maintain good working relationships with all national staff to maximize Capacity Development objectives.

Communication and Reporting

- Ensure that the TOM & RPM are fully briefed on all technical and operational issues and any technical difficulties arising from project implementation.

- Assist in providing and managing relevant and useful information and case studies to the RPM.
- 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.
- As required by the TOM, 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 and WAM operations
- Produce quality technical assessment reports detailing technical and financial rationales for recommended interventions.
- In co-ordination with the TOM/RPM, liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency and effectiveness.

Health, Safety and Security

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

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.
- 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 working in mine clearance/EOD/SALW operations in developing countries that are contaminated by remnants of conflict
- Experience of managing 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.
- Experience of working independently for extended periods of time in 'stand-alone' environments with minimal supervision.

Essential Qualifications

- EOD 3 IMAS qualified as a minimum

- Relevant and recognised WAM qualification to fulfil organisational needs or suitable demonstrable practical experience

Essential Skills and Knowledge

- Technical knowledge of mines/SALW/unexploded ordnance/bulk demolition and mine clearance techniques, including new developments.
- Strong command of IATG, MOSAIC, IMAS
- Ability to develop, review and comply with security and technical Standard Operating Procedures
- The 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
- Good literacy, numeracy and IT skills
- Dependant on the specifics of the role, requirement to work in both English and French language (or Portuguese if assigned to suppose lusophone locations).

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

Desirable

- EOD3+ and/or Ammunition Technical Officer (ATO) or equivalent with experience of bulk demolitions

---

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

18/07/2023