



## Job Specification:

<b>Department:</b>	Programmes
<b>Scale:</b>	PSM 5
<b>Line managed by:</b>	Regional Programmes Manager HMA Sahel and West Africa
<b>Responsible for line managing:</b>	N/A
<b>Location:</b>	Senegal, with extensive travel in Mauritania & Guinea Bissau
<b>Contract length:</b>	12-month fixed-term contract (with the possibility of extension, subject to funding)

**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'.

### Job purpose:

As part of its growing Mine Action activities in Guinea Bissau, Senegal and Mauritania, MAG is supporting the National Mine Action Authorities (NMAAs) to meet their Article 5 obligations, under the Landmine Ban Treaty. For that, MAG is contributing to develop the capacity and sustainability of National Mine Action Centres (NMACs), which are the national agencies for planning, coordination and monitoring of mine action in the countries. Dedicated financial and capacity-development activities will support this goal to assist the NMAAs to be fully operational, properly resourced, and self-reliant.

In Guinea Bissau, the CAAMI (Centro Nacional de Coordenação da Accção Anti-Minas) has one office in the capital Bissau with about 15 staff from civilian and military background. Although the structure has been maintained since Guinea-Bissau's declaration of completion in 2012, their activities almost completely ceased. In 2022, Guinea Bissau submitted a 2-year extension request under their Article 5 of the Landmine Ban Treaty. The request lay out a national plan to address the remaining contamination in completing a national non-technical survey by the end of 2023, while mobilising marking, clearance and EORE capacities in parallel.

In Senegal, the CNAMS (Centre National d'Action Antimines au Senegal) has an office in Casamance, in the city of Ziguinchor with about 25 staff. The CNAMS was created in 2006. Senegal has submitted in 2021 a third Article 5 extension request, which will run until 2026.

In Mauritania, the PNDHD (Programme National de Déminage Humanitaire pour le Développement) has one office in the capitale Nouakchott and one regional office in the Nouadhibou region. It counts about 20 staff, from military and civilian background. Mauritania is a state party of both the Antipersonnel Mine Ban Treaty and the Convention on Cluster Munitions. Deadlines for the completion of their obligations are until 2026 for the Landmine Ban Treaty Article 5 and until 2024 for the Convention on Cluster-Munitions Article 4.

MAG seeks to provide direct organisational, technical and financial support to the CAAMI to fulfil their mandate and advance Guinea Bissau towards a mine free country. This exciting opportunity will be the first time that MAG will second a staff member to work full-time with the NMAAs in the region. It will contribute in increasing our impact and better able to meet the needs of the communities, which it exists to serve.



## Job Description

Following on from discussions already held with the NMACs, the post holder will lead a formal assessment and identification of areas for development within the authority. To build a long-term, sustainable, national capacity, which is increasingly able to take on the management of the sector. In partnership with the NMACs and supported by MAG staff in country and globally, as well as other specialists as appropriate, the post-holder will develop, gain approval for, and implement a culture- and gender-sensitive training plan in response to the identified needs. This will speak to staff at all levels of the organisation.

The Institutional Capacity Development Advisor will:

- (1) Manage the relationships relevant to this project with key stakeholders at NMAAs and NMACs' levels
- (2) and elsewhere, to ensure participation at appropriate stages and levels throughout;
- (3) Lead a needs assessment with the NMACs: development of the methodology, conduction of the assessment with the support of MAG's technical advisors and managers, writing and dissemination of a report on the needs assessment findings;
- (4) Develop a clear plan for addressing those needs including annual planning with agreed identified milestones to measure and quantify progress;
- (5) Deliver training directly, or commission, facilitate and oversee delivery of all UNMAS, GICHD and other planned technical and non-technical training with follow-up and on-the-job mentoring integrated into the training plans;
- (6) Ensure the on the job coaching and mentoring directly, and facilitate and oversee the deployment of additional capacity where needed to ensure these needs are met.

It is envisaged that the capacity development plan will include some or all of the following areas, as well as further work to be identified during the initial assessment:

### **Capacity development on external relationships, advocacy, fundraising and communications**

1. Effective national coordination
2. Advocacy at national and international levels (e.g., ministries, directors, working level, donors, Mine Ban Treaty Member State Parties, etc)
3. Resource mobilisation (at national and international levels)
4. External communication (website development and maintenance, social media, etc)
5. Proposal and report writing

### **Capacity development on administration and management**

1. Strategic planning
2. Risk management
3. Leadership, operations management and tasking
4. Monitoring and evaluation
5. Logistics & procurement
6. Administration & finance
7. Computer skills at various levels

### **Capacity development on sector-specific activities**

1. Governance aspects (international treaties, national laws, roles and responsibilities)
2. Development or update and approval of key NMAS
3. Definition of the land release process
4. Development of monitoring and evaluation frameworks
5. Development of an information management system covering data collection, check, storage, analysis, visualization, sharing (resources, procedures, tools for a functioning database and effective use of IMSMA)
6. Develop and implement quality management framework

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 summarise 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.

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## Person Specification

### Essential Experience

- Significant experience of managing capacity building activities in a humanitarian setting with government partners
- Demonstrated experience in project cycle management/ annual planning including (but not limited to):
  - undertaking capacity needs assessments and gap analyses
  - developing and delivering gender-sensitive training packages and long-term, targeted and measurable capacity building strategies to staff at all levels and with varying degrees of experience and ability
  - leading on annual and quarterly planning processes and coordinating colleagues at all levels to ensure effective participation and buy-in
  - monitoring and evaluating project progress, measuring against agreed milestones and introducing adjustments to planning when needed/ advisable
- Demonstrated effective management of stakeholder relationships including government counterparts, other implementing partners, international donor organizations, UN bodies, civil society and private sector representatives.

### Essential Skills, Knowledge and Aptitude

- Excellent French, spoken and written. English and/or Portuguese appreciated
- Ability to write clear and concise reports to a high standard
- Highly organised, with effective negotiation and influencing skills, tact and diplomacy

### Qualifications

- BA in International Development, Management and Administration or other relevant disciplines.

### Desirable

- This is not a technical role, so candidates are not required to be qualified in EOD; however, some experience in or understanding of the Mine Action Sector would be an advantage.





Signed employee:	Date:
Signed manager:	Date:

