CANDIDATE INFORMATION SHEET

WAM Regional Standards & Training Manager
Latin America & the Caribbean

Fluency in English required - Spanish skills highly beneficial

TERMS OF APPOINTMENT

This is a full-time, permanent position starting as soon as possible. The role is designated as unaccompanied.
The work location can be at one of our programs in Latin America, either in Peru or Ecuador. We are also open to considering remote work requests from candidates based in countries within the Western Hemisphere.

THE BENEFITS PACKAGE

Please note that certain Terms & Conditions outlined in this document will apply only if the role is based within our Peru or Ecuador programs and may differ for anyone appointed in the role to work remotely.

Remuneration
The total starting package for this position is **£76,028 GBP per annum** (approx. $100,148 USD). This includes basic salary and allowances that would be applicable if the role holder was based in either of our programmes in Peru or Ecuador.

If the role is offered and accepted on a remote or home-based basis, the post-holder will NOT be eligible for the Cost of Living Allowance and instead, will receive a per diem as/when required to travel for MAG. Therefore, the starting package would more closely reflect **£68,528 GBP per annum** (approx. $90.271 USD) and the offering of the other benefits such as flights and accommodations shared in this document will also vary and will be more associated with business travel and not be offered as part of the benefits package.

Basic Salary	Point 1 - £63,528 per annum Point 2 - £65,112 per annum Point 3 - £66,744 per annum Point 4 - £68,412 per annum Point 5 - £70,128 per annum Point 6 - £71,880 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	If you are based in a MAG programme, you will receive a Cost-of-Living Allowance of **£7,500** per annum, designed to contribute to your daily living costs whilst working overseas with MAG. This is paid with salary in monthly instalments. If you are based from home, you will not receive this COLA, but instead can claim per diem when travelling on MAG business.
Travel Allowance	You will receive a Travel Allowance of **£5,000** per annum**.** The Travel Allowance is paid to individuals whose position requires them to spend a significant amount of their working time away from their normal country of work. Generally, roles must spend 60% of their working time travelling, away from their normal country of work to be eligible.

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. If based from home, this will differ.



Flights: MAG will also provide 3 unaccompanied flights home from the country programme in each completed 12-month period. If based from home, this will differ.



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.
If based from home, this will differ.



Insurance: MAG provides personal accident insurance, life assurance and medical and repatriation insurance for all international staff. If based from home, this will differ.



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

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.

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. Women are encouraged to apply.

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 completed application form. This document should be submitted to humanresources@maginternational.org by the closing date of 8th October 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.