



Job Specification:

Project Manager, Weapons and Ammunition Management, Syria

Department:	Programmes
Scale:	PSM 4
Line managed by:	Country Director
Responsible for line managing:	N/A
Location:	Damascus. With frequent travel to the field

MAG’s Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy. 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, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear. 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:
More than a decade of conflict has left Syria with extensive contamination from weapons and ammunition, widespread diversion risks, and degraded control systems. The erosion of institutional oversight, combined with large volumes of unsecured stockpiles, continues to threaten civilian safety and regional stability.

The WAM Project Manager will lead MAG’s engagement in a consortium project aimed at strengthening weapons and ammunition management systems in Syria to address immediate and long-term risks related to weapons and munitions.

Job Description
Reporting to the Programme Development Manager (PDM) and working alongside a dedicated technical specialist, the WAM Project Manager will lead engagement with key consortium, national and local authorities and other relevant stakeholders; manage the project ensuring that MAG’s component of the project is delivered on time and to budget. Subject to successful completion of the initial inception phase of the project, it is anticipated that further funding will follow for a sustained intervention.

Key responsibilities will include:



Representation

- Assist the CD in providing effective representation to donors, national and local authorities, partners, and other stakeholders relevant to MAG's Syria response in regard to WAM activities to ensure that MAG's mission, values and specific project objectives are clearly understood and supported.
- Across Syria, act as the key WAM focal point for MAG representation for all relevant stakeholders together with other key senior staff members.
- Inform peer members of any potential problems related to external relationships and provide pro-active solutions to action.
- Develop and maintain effective working relationships with all stakeholders in the region
- Ensure all relevant parties are kept informed of MAG's WAM activities as appropriate

Partnerships

- In coordination with relevant colleagues, coordinate, maintain and manage effective relationships with consortium partners
- Together with the Country Director, Technical Operations Manager, and WAM Technical Field Manager, manage MAG's partnerships strategy and ensure it is integrated within the programme, the implementation of the annual business plan, and the longer term programme strategy
- Negotiate and implement MoUs with partners as required, and prepare technical agreements per project / grant

Contract Management & Reporting

- In coordination with relevant colleagues oversee and manage the project implementation of activities under the consortium
- Ensure that robust information management, data collection and reporting systems are in place for WAM activities.
- Contribute to the production of high-quality reports and case studies related to the WAM project.
- Ensure that all activities are implemented in line with donor requirements and in accordance with MAG, country and international standards, rules and regulations.

Project Management

- Developing project plans and assessment reports, conducting conflict sensitivity analysis to ensure the successful implementation of project activities
- Work with colleagues in procurement and logistics to identifying suppliers to enable project activities
- Work with colleagues in security to ensure that project activities are aligned to the programme's security management policies and procedures

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 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 overseas on development/humanitarian projects in the Middle East
- Experience of developing and supporting projects including implementation, management, monitoring and evaluation and contract compliance
- Proven expertise in the development of new business, including proposal development, networking and contract negotiations
- Experience of having developed successful relationships and negotiated with donors, government bodies, other NGOs and local partners
- Experience of producing high quality donor reports and proposals

Essential Skills and Knowledge

- Excellent communication and interpersonal skills, with the ability to establish effective working relationships at all levels internally and externally
- Strong writing skills to be able to write proposals, budgets and reports etc.
- Strong representation, communication and negotiation skills
- Excellent organisational skills with the ability to coordinate multiple activities sometimes with conflicting deadlines
- Proven ability to motivate and develop a team
- Effective financial management skills

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 uncertainty 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 potentially insecure and politically sensitive environment requiring diplomacy

Desirable

- Knowledge of the Weapons and Ammunition Management sector
- Arabic language skills

Signed employee:	Date:
Signed manager:	Date:

November 2025