Job Specification: Grants and Communications Manager

Department: Programmes
Scale: PSM Scale 4
Line managed by: Country Director
Responsible for line managing: Grants Officer and Communications Manager
Location: Lao PDR

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: The Programme Manager will provide senior level support to the Country Director with a wide range of externally facing strategic and programme management responsibilities. This will include:

- Under the direction of the Country Director, develop effective relationships and networks with stakeholders including donors, development actors, UN Agencies, NGOs and UXO sector stakeholders.
- Support the Country Director in identifying and pursuing opportunities to expand MAG programme activities.
- Responsible for external programme communications including visibility and the management of the three Visitor Information Centres.
- Responsible for overall grant management; including proposals, reports, case studies and information management
- Provide on-the-job training and capacity development support to the national Grants Officer
- Lead on the development and implementation of cross-cutting and regional projects, in thematic areas such as gender, housing, land & property, and the environment.

Job Description

Representation

- Assist the Country Director in providing effective representation for MAG to donors, development actors, UN agencies, NGOs and UXO sector stakeholders in the country and region to ensure that MAG's mission, values and specific project objectives are clearly understood and supported.
- As a member of the Lao PDR Senior Management Team, inform peer members of any positive developments or potential problems related to external relationships.
- Develop and maintain effective working relationships with all stakeholders in Lao PDR.
- Ensure all relevant parties are kept informed of MAG activities as appropriate.
- Represent MAG at cross-sector forums and working groups.
- Alongside the Programme Support Manager, deputize for the Country Director in external meetings and representation with government partners and national and provincial authorities when requested.

Business Development

- Proactively identify and pursue business development opportunities through MAG HQ and at country and regional level to maximize MAG's impact in country and ensure the programme's continuity and development.

- Support the Country Director and the programme with the drafting and the implementation of a Lao PDR business development and fundraising strategy.
- Lead on the development and implementation of cross-cutting and regional projects, in thematic areas such as gender, housing, land & property, and the environment.

Partnerships and Engagement

- Lead on the identification of potential synergies and areas of collaboration with development NGOs, working groups and other stakeholders, to enhance the impact of clearance activities, and in support of thematic cross-cutting projects.
- Where appropriate, and in coordination with the Country Director, lead on the development of formal partnerships and MOUs.
- Develop and manage MAG's partnerships and engagement strategy.

Communications

- Responsible for the implementation of the programme's communication and visibility strategy.
- Management of the programme's Communication Manager and communications team.
- Responsible for ensuring visibility of the country programme that effectively promotes MAG's brand and key messages in line with MAG policy and specific donor requirements; including oversight of social media pages and accounts.
- Management of the programme's visibility budget.
- Management of MAG's three Visitor Information Centres, including budget and income monitoring and management.
- Oversight over media visits to the programme.

Contract Management & Reporting

- Manage the Grants Officer, ensuring robust grant management and reporting systems are in place and adhered to by all staff.
- Work with the Information Management department to conduct analysis on operational data for use in reporting and M&E
- Work across departments to oversee, coordinate and support the production of high quality proposals, reports and case studies related to the country programme.
- Ensure that all activities are implemented in line with donor requirements and in accordance with MAG, donor, country and international standards, rules and regulations.
- Coordinate with finance, HR and MAG HQ staff on grant amendments, extensions and realignments where necessary.
- Responsible for ensuring that all internal and external reporting requirements are met, and that accurate and meaningful data is available to support reporting requirements.
- Ensure contractual compliance with project donors.

Management and Capacity Building

- Line manage and supervise the day-to-day work of the Grants Officer in line with MAG's HR policies and procedures, ensuring that all deadlines are met and that work is of a high quality and standard.
- Supervise and line manage communications department staff in line with MAG's HR policies and procedures.
- Develop a capacity building and nationalisation plan for the Grants Officer position.
- Provide on-the-job training and mentoring to the Grants Officer.
- Identify formal opportunities for tailored capacity development support to the Grants Officer.
- Oversee the transition to a national programmes management team, in line with agreed milestones and timeframes.

Safeguarding

- Support the diffusion of best practice, training and behavioural change initiatives to promote MAG key ethical and behavioural values, ensuring that every relevant stakeholder (staff / partner / third party / local authorities and Donors) is aware of available reporting mechanisms.
- Hold the role of one of the programme's dedicated Safeguarding Investigation Leads.

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 strategic 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

- Demonstrable senior management experience overseas, preferably in international aid and development with a humanitarian agency in a developing country
- Experience of developing and supporting projects including implementation, management, monitoring and evaluation and contract compliance
- Proven expertise in the development of new business, including developing proposals, 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 (preferably including U.S. Government, and UK FCDO)
- Experience of designing and managing programme communication and visibility initiatives
- Experience of day-to-day mentoring and formal capacity development of junior staff members or national counterparts

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.
- Knowledge and understanding of relevant institutional donors
- Strong representation, communication and negotiation skills
- Excellent organisational skills with the ability to coordinate multiple activities
- Strong budget management skills

Essential Aptitude

- Ability to meet deadlines and work calmly under pressure
- Ability to communicate effectively in person and remotely
- Ability to represent and promote MAG at a senior level
- Commitment to MAG's strategic direction and core values
- Ability to establish effective working relationships at all levels internally and externally

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

July 2022