

Job Specification: HMA Regional Advisor for Sahel and West Africa

Department:	Programmes
Scale:	PSM 6
Line managed by:	Regional Head of Programmes
Responsible for line managing:	Capacity Development Advisor International and National Staff as identified, external consultants and oversight of partners
Location:	Overseas with travel
Contract duration:	12 month Fixed Term Contract

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 main purpose of the role is to provide leadership in the development of HMA programming and advocacy messaging. The HMA Advisor is expected to strategically advise on how MAG operates to ensure relevant access and positioning and lead on the definition and target of advocacy messages related to Humanitarian Mine Action in the Sahel and West Africa.

Job Description

Strategy:

- Lead on the design of a comprehensive strategy for Humanitarian Mine Action within the region, including the identification of geographical areas of work and potential activities, staffing structures, and key external stakeholder engagement.

Advocacy:

- External focused advocacy including:
 - Working with ECOWAS to develop a strategy for regional ownership of HMA issues as covered by the ECOWAS convention.
 - Work with National Mine Action Authorities to allow them to better understand and articulate issues about HMA in their countries, including:
 - The issue of improvised mines and the requirements under the APMBC and the ECOWAS convention. Especially focused in Mali, Burkina Faso, Niger, Nigeria and Chad.
 - Issues surrounding final clearance of legacy contamination, and preparation of programming to deal with Residual Risk management. Especially focused in Senegal, Guinea Bissau and Mauritania.
 - Lead on the development of key external advocacy messaging for the aforementioned issues.
- Internal advocacy including:
 - Providing appropriate messaging and support to regional staff to be able to better engage with stakeholders on issues of Mine Action.

Representation

- Along with the Regional Director (RD), Regional Head of Programmes (RHoP), Regional Programmes Managers (RPMs), the HMA Advisor for Sahel and West Africa will provide effective representation to donors, national and local authorities, the UN, and regional and global stakeholders relevant to MAG's Sahel West Africa's HMA response.
- Develop and maintain a stakeholder matrix relating to HMA in the Sahel & West Africa, and share this regularly with HQ and regional colleagues.
- Provide leadership across the region on key messaging to be used for dialogue and advocacy relating to HMA, work with key stakeholders regionally including donor officials and other NGOs to develop joint advocacy messages
- Ensure that regional colleagues and HQ are kept up to date about stakeholder related activities.

Advise on Project Delivery

The HMA Advisor will advise and provide technical support in the implementation of HMA activities related to capacity development, including but not limited to:

Senegal/Mauritania/Guinea Bissau:

- Revision of National Mine Action Standards
- Establishment and support of a Mine Action Forum for Mauritania, or Mine Action Working group in Senegal and Guinea Bissau
- Assistance with the Mine Action Centres (MACs) to submit accurate reports to the ISU.

Mali/Burkina Faso/Niger & Lake Chad basin

- Lead of the capacity development of National Authorities to be able to understand, collect information and report on the use of improvised mines, and their relationship to the APMBC and ECOWAS convention.
- Support development of data visualisation and information management to inform advocacy work on IED/Improvised mines

ECOWAS:

- Provide capacity development to ECOWAS SALW division, to be able to better support national MACs, and to advocate more regionally about the EO situation in the region and how it relates to the ECOWAS convention

Human Resources, Management and Training

- In conjunction with the RHoP and RD, provide advice and support for staffing of HMA projects, ensuring adequate international and national staff coverage.
- Support recruitment of national & international staff in project locations in conjunction with technical management staff and coordinate the induction of new staff.
- Manage the Capacity Development Advisor to ensure adequate needs analysis and capacity development plans towards sustainable national capacity.

Grant and Donor Management

- Undertake risk assessment for all new HMA projects in the area for sign off by the Regional Director
- Responsible for setting of targets for HMA projects, and for providing technical review of proposals and reports
- Ensure collection and analysis of data (briefing papers, talking points, reports etc.) to inform operational positioning and advocacy efforts

Partnerships

- In coordination with relevant colleagues, coordinate, maintain and manage effective relationships with regional relevant partners
- Negotiate and implement MoUs with partners as required, and prepare technical agreements per project, with support from the HQ and the Operational Delivery & Support Unit

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 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

- Significant experience of senior management of Mine Action programmes
- 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
- Fluency in French and English

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
- 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
- Able to undertake frequent travel within the region

Desirable

- Experience of working in a humanitarian emergency response situation
- Experience in Humanitarian Mine Action / Weapons and Arms Management
- Experience in developing and conducting training or capacity development plans
- Experience of MAG systems and procedures

Signed employee:	Date:
Signed manager:	Date:

November 2022