Job Specification: Technical Field Manager WAM

Department: Programmes
Scale: TECH 3
Line managed by: Technical Operations Manager
Responsible for line managing: National technical staff, as directed
Location: Lebanon

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:

To implement all aspects of Weapons and Ammunition Management (WAM) operations and related tasks in the country of operation in accordance with Standard Operating Procedures and as required by the Technical Operations Manager (TOM). This will include coordinating and providing technical oversight on WAM-type projects from the initial project design, rehabilitation, and/or construction of new facilities through to the development of a sustainable National capacity.

To support the Weapons and Ammunition Management (WAM) Technical Field Manager (TFM) Team lead and the Technical Operations Manager (TOM) in ensuring overall safe execution of all MAG technical activities within the country of operation.

Conduct WAM inspections in accordance with IATGs and deliver Ammunition management training to the LAF.

Job Description

Technical

- Conduct SALW and PSSM technical assessments and supervise field operations of MAG WAM Operations.
- Act as a WAM Technical Field Manager regarding the safe and secure management of ammunition and weapons.

- Manage the operational tasking process for all WAM-type contracts including technical assessments, physical rehabilitation, and/or construction of ammunition storage facilities.
- Drafting for approval National SALW and PSSM standards using best practice, identified in the IATGs and MOSAIC as a baseline.
- Implementing the IATG Risk Reduction Process Levels, (basic, intermediate, or advanced levels), thereby making IATG's relevant through an understanding of diverse national capacities.
- Support the WAM Team Lead/TOM to ensure the maintenance and safe and appropriate storage of all necessary technical materials and equipment (including explosives and accessories).
- Advise and assist the WAM Team Lead/TOM with the implementation of new systems and procedures concerning maximizing productivity and safety.
- To conduct assessments and other technical missions on behalf of MAG in country and worldwide as required by the SMiC, Regional Programmes Manager, and WAM STA.
- Deputise for the WAM Team Lead when required including assuming operational management responsibility.
- Manage the in-country training and develop TMPs throughout, update lessons and lesson plans.

Training and Capacity Development

- Technical PSSM Ammunition Stockpile Management training to host Government officials in accordance with the UN SaferGuard Programme.
- Technical SALW Management training to host government officials in accordance with MOSAIC.
- Motivate and develop the technical team to perform to a high standard.
- Build and maintain good working relationships with all national staff to maximize Capacity Development objectives.

Communication and Reporting

- Ensure that the WAM Team Lead/TOM is fully briefed on all WAM Operational issues and any technical difficulties arising from project implementation.
- Assist the WAM Team Lead in providing relevant and useful information and case studies to the CD.
- Submit accurate WAM Operational reports as directed by the WAM Team Lead/TOM and produce other WAM technical reports and documents as and when required.
- Ensure a good understanding of all WAM technical aspects of the project, ensuring staff are made aware of wider program issues, developments, and achievements within MAG.
- The accurate and thorough investigation and reporting of any WAM related incidents/accidents, with full details being provided to WAM Team Lead/TOM along with recommendation for appropriate follow up action taken, in accordance with MAG policies and procedures.
- Contribute to internal discussion and planning, designed to improve MAG's performance, results and impact with WAM.
- Liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency and effectiveness.
- Actively participate in the MAG WAM Community of Practice.

Health, Safety and Security

- Monitor security situation in work location and areas of operations ensuring that all personnel are kept informed of security risks and developments.

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 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

- Experience in Weapons and Ammunition Management.
- Experience working in SALW/PSSM-type Operations in developing countries.
- Experience in managing WAM Operations.
- Experience in leading, motivating, and managing a diverse team of people.
- Experience in mentoring and coaching others.
- Experience in conducting formal and informal training and the transfer of appropriate skills to others.
- Experience in the management of personnel and timeline critical tasks.

Essential Skills and Knowledge

- Technical knowledge of WAM-type activities and operations.
- Ability to develop, review, and comply with security and technical Standard Operating Procedures.
- The ability to contribute technical knowledge and clear targets to proposals and reports.
- Excellent organizational skills with the ability to plan and coordinate activities and projects.
- Excellent communication and interpersonal skills.
- Good literacy, numeracy, and IT skills, specifically Word and Excel.

Essential Aptitude

- Interest in and commitment to MAG's humanitarian mandate and principles.
- Ability to develop and apply field operations and administrative work plans.
- Innovative, creative, and proactive with an analytical and solution-oriented approach.
- Determined and committed to high-quality standards and continually improving effectiveness and efficiency.
- Ability to establish and develop effective working relationships in a cross-cultural environment at all levels internally and externally.
- Self-motivated, flexible, and enthusiastic approach to work.
- Ability to meet deadlines and work calmly under pressure.
- Ability to represent and promote MAG.

Qualifications

- IMAS 3 or above.
- Relevant and recognized WAM qualification in accordance with IATGs.
- Recognized instructional qualification and experience in the delivery of Ammunition Management training.

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

June 2024