



## Job Specification: Project Manager

Department:	Programmes
Scale:	PSM 5
Line managed by:	Country Director (CD) – Ukraine
Responsible for line managing:	Senior Programme Officer (International), Programme Officer (international), Grants Officer (National), Communications Coordinator (National), Capacity Development Advisor (International)
Location:	Kyiv, with frequent travel nationwide (within security controls)

**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:

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

- Maintain effective relationships and networks with stakeholders including national and local authorities, donors, UN agencies, national partners, NGO forums, wider NGO, community and commercial operators in the region
- Support, and where necessary replace the CD, in senior level representation of MAG at country level meetings across wide range of stakeholders
- Support the CD in identifying and pursuing opportunities to expand MAG programmes activities within Ukraine
- Work transversally, with other members of the Senior Management team, to ensure that programmes are effectively and efficiently delivered; that delays / changes are signaled well in advance, and that there is participation and coordination in programme planning and delivery.

- Ensure that MAG's work is effectively communicated, through robust and on time reporting and effective internal and external communications
- Manage a small team of programme and communication professionals – setting objectives, work plans, monitoring performance

## **Job Description**

### **Representation**

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

### **Management and Development**

- Responsible for the staffing of the programme department, ensuring adequate international and national staff coverage.
- Ensure effective recruitment, induction / orientation, supervision and capacity development of the programme team
- Line management of staff in line with MAG international staff policies and procedures

### **Grant and Donor Management**

- Ensure contractual compliance with project donors
- Ensure base line assessments for all new projects are completed; and that a risk assessment for new locations of work is completed in conjunction with the Country Security Manager
- Responsible for all Concept notes, proposals and reports for the project
  - Ensure all documentation is completed in a timely manner; allowing CD and HQ colleagues time to review and suggest changes as needed
  - Ensure that gender, conflict sensitivity, diversity and inclusivity and environmental concerns are mainstreamed through all our proposed and ongoing work
- Ensure regular flow of photos and case studies from project to HQ
- In collaboration with the TOM and IM team, ensure that robust information management, data collection and reporting systems are in place to support high quality reports, including at output / outcome / level
- Ensure that all activities are implemented in line with donor requirements and in accordance with MAG, country and international standards, rules and regulations.

### **Business Development**

- In conjunction with the CD and the SMT, proactively identify and pursue new opportunities to maximize MAG's impact in Ukraine and ensure continuity and stability.
- Support the CD in identifying and pursuing opportunities to expand MAG programme activities
- Support the CD in identifying and pursuing opportunities to improve the quality of MAG programming in areas of operation.
- Assist the CD with detailed stakeholder mapping and analysis in Ukraine to support business development

### **Partnerships**

- In coordination with relevant colleagues, coordinate, maintain and manage effective relationships with national and local partners

- In coordination with relevant colleagues oversee and manage the project implementation of national partners and local partners
- Ensure coordination with programme and finance staff in the supervision, evaluation and monitoring of partnership projects and sub-grants
- Negotiate and implement MoUs with partners as required, and prepare technical agreements per project, with support from the TOM, CD and HQ

**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

- Experience of working overseas on development/humanitarian projects
- 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..
- Fluency in English (C2 equivalent)
- 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
- Self-motivated, flexible and enthusiastic approach to work
- Able to undertake frequent travel within Ukraine

**Desirable**

- Experience in Humanitarian Mine Action
- Ukrainian / Russian language knowledge

---

Signed employee:	Date:
Signed manager:	Date:

August 2021