

Mines Advisory Group (MAG)

Appointment of Regional Director: Sahel & West Africa

– March 2023



MAG

saves lives builds futures





Who We Are

Our vision is of a safe future for men, women 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.

Our 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”.

MAG finds and destroys landmines and unexploded bombs to help some of the world’s most vulnerable people stay safe and rebuild their lives after war. We also campaign for a landmine-free world, work to remove small arms from fragile communities, and deliver

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

innovative risk education lessons to those forced to live with the deadly contamination of conflict.

We employ some 5,900 committed and highly skilled people in 30 countries and are regarded as a global leader in disarmament practice and policy. We have been pioneers in the development of approaches that put communities at the heart of decision-making, new detection methods and mechanical demining.

Since 1989, we have helped over 20 million people in 70 countries rebuild their lives and livelihoods after war.

MAG shared the 1997 Nobel Peace Prize as a founding member of the International Campaign to Ban Landmines for our work to ban landmines.

With our headquarters in central Manchester, MAG is registered in England and Wales as a charity and company limited by guarantee.





Our Strategic Plan

MAG (Mines Advisory Group) is committed to a clear, bold and exciting direction over the coming five years. Our Strategic Plan 2018-2023 describes what we aim to achieve, building on a strong past and setting an ambitious vision for the future.

The world in which we work is becoming ever more complex and unequal, increasing the impact on communities affected by violence, conflict and insecurity. Their expectations and the views of those who support our work are also evolving. This creates challenges for impact-driven organisations like MAG, but they must be turned into opportunities that achieve results for people. We must keep pace with the world around us. Our strategic plan sets a framework to achieve that. It outlines the environment in which we work and then provides a

rationale for change.

A recent mid-term review of the strategy has resulted in a more focused strategic direction, setting out four aims with associated objectives in a way that places new emphasis on the wider needs of the communities we work with:

- 1** MAG will deliver a global programme of action to reduce the impacts of Explosive Ordnance and Small Arms, Light Weapons and Ammunition.
- 2** MAG will be sensitive, responsive, and inclusive in the ways we work with each other, our partners, and the communities we support.
- 3** MAG will maximise the reach and impact of its work through external engagement and partnership.
- 4** We will be a well-managed, accountable and sustainable

organisation.

This plan places the voice and participation of these communities at the heart of everything we will do.

It emphasises the importance of promoting the empowerment of women and girls, as well as the critical role of partnership working that will maximise our impact. Our values remain unchanged and they will continue to guide us.

As Regional Director – Sahel and West Africa, you will develop and lead MAG's regional strategic approach to meet our aims, supporting Regional Programme Managers in the development and implementation of country strategies and annual business plans, as well as identifying opportunities for expanding MAG's work into relevant countries in the region.



People and Structure

MAG is an exciting and professional place to work. We're proud to employ a global workforce of over 5,900 individuals in 30 countries across Africa, Asia, Latin America, the Middle East and Europe.

We have a global workforce made up of 68 nationalities, so you'll see that we value diversity with all our staff working closely together for a fantastic cause. In line

with our commitment to capacity building, approximately 95% of all staff are locally recruited, trained, guided and managed by around 170 international experts in the field.

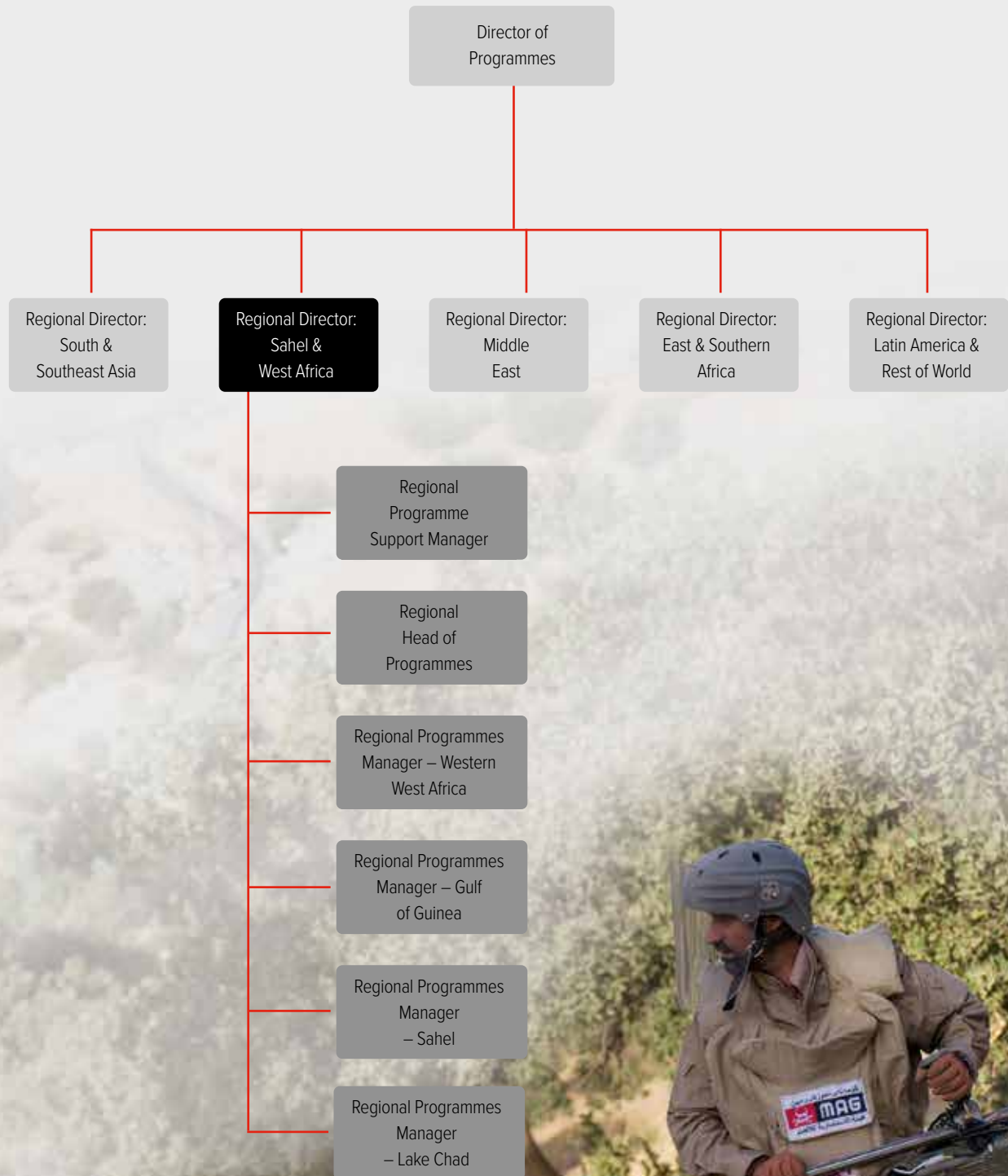
Our style is open, dynamic and relaxed. Our people are at the heart of our organisation and we know they're our most important asset.

The Regional Director – Sahel

and West Africa is one of five Regional Directors, reporting to MAG's Director of Programmes.

You will lead and manage a Regional Programme Support Manager, Regional Head of Programmes and Regional Programme Managers for MAG's sub regions: Western West Africa, Gulf of Guinea, Central Sahel and Lake Chad.

Reporting Structure



Job Description

Job Purpose

- Provide dynamic and flexible line management of Regional Programme Managers and relevant regional staff members, including the Regional Head of Programmes, and ensure that programmes and sub-regions achieve their business plan objectives.
- Lead a regional portfolio of country and sub-regional programmes, ensuring that they are delivered in accordance with contractual obligations, client expectations and MAG standards.

Job Description

Regional Programme Management

- Provide leadership and management oversight to designated MAG Country Programmes to ensure that operations are developed, planned, delivered and monitored in accordance with internal (policy and process) and external (statutory & contractual) obligations.
- In conjunction with the HR team, review levels of staffing and any staffing issues within the Region, and then feed back to RPMs and Head of Programmes.
- Ensure that robust policies and procedures are in place to ensure the implementation of activities undertaken by country programmes.
- Conduct regular overseas support visits within portfolio to support, troubleshoot, monitor and evaluate activities.

Project Management & Development

- Oversee non-programme specific contractual relationships and project activities to ensure all activities are delivered in line with contract and MAG standards.
- Manage any Regional Technical staff to undertake technical assessments and evaluations of MAG's work in the region.

- Manage any non-technical regional staff to provide specific support to country programmes.
- Oversee the production of proposals and operational and financial reports related to non-programme specific projects, in collaboration with the relevant senior managers and HQ staff.
- In conjunction with the HQ Business Development and Programmes Teams, identify and develop specific projects and activities within the region, including attending meetings, conducting assessments, providing representation and supporting any initial response activities.
- Maintain strategic oversight and control of the regional budget for direct support costs.
- Build effective relationships and develop networks with all stakeholders in the region, including local and regional authorities, relevant military authorities, donors, partners etc.
- Develop a regional annual business plan and monitor progress against this.

Oversight of Compliance

- Maintain a proactive approach to risk management, ensuring compliance with contractual requirements, statutory legislation, best practice and MAG policies to limit liabilities and maximize programme efficiency.
- Ensure effective and efficient grant management of programme/project portfolio; ensure that donor requirements are achieved
- Ensure programme adherence to organisational policies and operational management systems
- Critically review monthly programme management reports, liaise with other departments where there are on-going internal issues and feedback directly to RPMs/Regional Head of Programmes
- Critically review monthly spend on each grant within the country portfolio, with International Finance,

and feed back to RPMs/Head of Regional Programmes where there are budgetary issues that need to be addressed

- Ensure the Director of Programmes is fully informed of any non-compliance issue or areas of risk
- Ensure that leadership and culture in country programmes is conducive to safeguarding compliance and best practice.

Business Development

- Liaise and effectively build relations with donors and partners to maximise opportunities to develop MAG's reach and impact.
- Support the effective initial implementation of planned projects and appropriate handover to in-country management as agreed with the Director of Programmes.
- Present proposals to Director of Programmes/Director of Business Development for new initiatives linked to MAG's mandate to wider international humanitarian and developmental objectives.

Leadership and Management

- Provide leadership, direction, management support and development to line reports and take responsibility for a robust and healthy management culture in the reporting line consistent with MAG's Values.
- Work collaboratively with colleagues at HQ and overseas to ensure that integrated and cross-cutting support is provided to country programmes including HR, Logistics, Finance, Technical, and Fundraising.
- Provide strategic input, as required, to the management team and other internal and external stakeholders.
- Work collaboratively with other Regional Directors, the Programme Quality Team and other colleagues to ensure a consistent approach to programme management and lesson learning



across the organisation.

Health, Safety, Security and Safeguarding

- Maintain oversight of health, safety, security and safeguarding plans, policies and controls to ensure the safety and security of MAG staff, assets and resources in the portfolio.
- Be a member of Crisis and/or Incident Management Teams.

Note: 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

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.
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required.
- 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.

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

- Proven expertise in programme and project design, programme development, delivery, management, monitoring and evaluation.
- Experience of working on development/humanitarian projects at a senior level, preferably in a post-conflict environment.
- Experience of representing an organisation at the highest levels.
- Experience of developing, implementing, monitoring and evaluating strategic plans and business plans.
- Experience of having developed successful relationships and negotiated with donors, government bodies, other NGOs or local partners.
- Strong people management experience with proven ability to lead, manage and inspire a multidisciplinary and multi-cultural teams, often remotely.
- Experience of ensuring contract and legal compliance of all project activities.

Essential Skills and Knowledge

- Fluent written and spoken French language skills.
- Effective financial management skills, including demonstrated

experience of ensuring robust financial management across a multiple grant portfolio and effective oversight of budgets.

- Excellent project management and organisational skills with a proven track record in meeting targets and deadlines.
- Ability to support and manage teams at a distance.
- Strong writing skills and capability to quality review proposals, budgets, reports and other communications for donors and other stakeholders.
- Excellent verbal and written communication skills with outstanding influencing and negotiating skills.
- Knowledge and understanding of relevant institutional donors e.g., EU, UN, government departments.

Essential Aptitude

- Innovative, creative and proactive with an analytical and solution-oriented approach.
- Ability to think and act strategically and to make difficult decisions and demonstrate excellent judgement.
- 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.
- Resilience and stamina to manage a varied and demanding workload with competing demands and priorities.
- Commitment to MAG's strategic direction.
- Commitment to MAG's core values and a good understanding of issues related to safeguarding.
- Ability to work diplomatically in a political environment.
- Self-motivated, flexible and enthusiastic approach to work with experience of finding pragmatic and positive outcomes to difficult situations.
- Willingness to travel worldwide at short notice and sometimes in difficult circumstances.

Desirable

- Relevant experience in the Mine Action or disarmament sector.
- Ability to manage security and safety issues in a post-conflict environment.
- Relevant second language skills where required – e.g. Portuguese, Arabic.



Further Candidate Information

This is a permanent full time role.

Location

This role can be based from home, on a remote basis (preferably in the UK or in the West Africa region)

Alternatively, the successful candidate can be based in MAG's Regional Office in Senegal, from where the role would be considered an accompanied position with international terms and conditions.

The postholder will be required to travel to our Manchester office and to visit MAG programmes on a regular basis, which will be paid for by MAG.

The following terms and conditions are based on the successful candidate being based in the UK. If you are interested in being based in the West Africa region or MAG's Regional Office in Senegal, please contact the HR Team to discuss the specifics of our international terms and conditions of employment.

Remuneration

The starting salary will be £66,552 per annum, plus contributory pension (if based in the UK). This is based on a 37.5 hour working week.

MAG has a system of incremental pay increases, based on length of service in the role.

Probation

The postholder will be subject to a six-month probationary period

Leave (UK):

Annual Leave starts at five weeks each year and increases with service to six weeks per year.

We also offer paid sick leave, and the amount of the entitlement increases with service. MAG also has policies on compassionate leave, emergency family leave and other family friendly leave, including maternity, paternity and adoption leave.

Other UK benefits:

MAG has a number of other benefits in place, including:

➤ **Pension:** MAG has a salary sacrifice group personal pension plan in place and matches employee's contributions up to 5%.

➤ **Insurance:** MAG provides personal accident insurance and life assurance to all staff, as well as medical and repatriation insurance for any period spent overseas

whilst working for MAG.

➤ Professional Subscriptions:

MAG will pay for the cost of your annual subscription/membership fee for one professional body in certain circumstances.

➤ Employee Assistance

Programme: MAG offers free access to Health Assured, a service providing 24/7 confidential support and expert advice on a wide range of issues.

APPOINTMENT & BACKGROUND CHECKS

MAG is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of the communities with whom MAG engages.

MAG expects all staff to share this commitment through our Policy on Personal Conduct. We place a high priority on ensuring that only those who share and demonstrate our commitment to Safeguarding are recruited to work for us.

All post holders with MAG will

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undertake the appropriate level of training and are responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include police / criminal record and anti- terrorism checks.

References

All offers of employment will be subject to the receipt of professional references which cover your last three years of employment, and are satisfactory to MAG (and where appropriate for the role, verification of your professional membership and qualifications).

MAG requires references from your two most recent organisations, and which cover the entirety of the last three years of employment. Your referees should be your direct line managers and be official organisational references. If your most recent line managers are only able to provide personal references, we will require additional organisational reference details from you.

MAG also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Further information on MAG's reference checking process will be provided to the successful candidate.

Police/Criminal Records Check:

In order to ensure MAG is fulfilling its safeguarding obligations, we require certain roles to undertake a Police/Criminal Records check. This role has been identified as requiring such a check on appointment, and once every three years during employment.

You will also be required to make a criminal record self-

disclosure on appointment.

Further information on MAG's police/criminal records check process will be provided to the successful candidate.

Responding to a Criminal Conviction

MAG will not discriminate unfairly on the basis of a conviction or other information revealed, and is committed to equal opportunities in employment. Declaration or discovery of a criminal history will not automatically preclude a person from being or remaining employed.

Anti-Terrorism

To ensure compliance with donor requirements, all offers of employment will be subject to satisfactory screening through MAG's anti-terrorism software.

Medical clearance

MAG requires all employees to show they are likely to be able to give regular and effective service in the duties of the post. All offers of employment will be subject to medical clearance and the successful candidate will be required to complete a medical form.

Asylum and Immigration Act 1996

You will need to show evidence of your eligibility to work in the UK. Further information will be provided when an employment offer is made.

APPLICATION & SELECTION

Data Protection

MAG is an international organisation with programmes worldwide, many outside the European Economic Area (EEA).

In submitting an application to MAG you are agreeing, in accordance with the European

General Protection Regulation 2018, that MAG can hold, transmit and use personal information, such as that contained in application forms and CVs, for the purposes of assessing suitability for employment with MAG or for project and proposal resourcing.

This information can be stored in manual and/or computer form and due to the locations in which MAG works, may involve transmission outside of the EEA.

You should be aware that protection of personal information may not be equivalent to the protection provided in the EEA.

However, MAG will seek to uphold the same standards of security and respect when processing your data across our organisation.

Information will not be shared with third parties without express agreement between the individual and MAG during this process of application for employment.

All recruitment information collected during the application process will be confidentially destroyed 6 months following the end of the recruitment campaign.

Response Instructions

Application is by completed application form. This document should be submitted to humanresources@maginternational.org by the closing date of **26th March 2023**.

Interview Arrangements

Interviews will be held via Microsoft Teams. If you have been shortlisted you will be contacted by e-mail to confirm interview arrangements.

If you have not been contacted within three weeks of the closing date, you should assume that your application has not been successful.







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