Job Specification: Technical Field Manager

Department:	Programmes
Scale:	Technical 3
Line managed by:	Technical Operations Manager
Responsible for line managing:	National Staff
Location:	Guinea Bissau

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:

Implement all aspects of Humanitarian Mine Action (HMA), Weapons and Ammunition Management (WAM) and Explosive Ordnance Disposal (EOD) operations and related tasks in the country of operation in accordance with standard operating procedures and as directed by the Technical Operations Manager (TOM).

Provide training, evaluation and daily monitoring of all technical operations staff to ensure safe practices and build local capacity for humanitarian mine action as well as coordination and technical oversight of WAM projects from initial project design, rehabilitation and/or construction of new facilities to the development of sustainable national capacity.

Support the Technical Operations Manager (TOM) / Senior Country Manager (SMiC) in ensuring the safe execution of all WAM technical activities in the country of operation.

To support the TOM in ensuring overall safe execution of all MAG technical activities within the country of operation.

Job Description:

- Conduct and supervise field operations of MAG Mines, EOD clearance and WAM operations
- Coordinate with the Community Liaison Advisors on the day-to-day planning and implementation of WAM and HMA operations.
- Ensure full knowledge and implementation of all standard operating procedures, drills and other working practices.
- Conduct ongoing risk assessment exercises to ensure that the safety of operations is maximised.
- Monitor and evaluate all operational tasks to ensure effectiveness.
- Conduct reconnaissance and surveys of mine and ordnance contaminated areas as directed by the TOM.
- Conduct technical assessments of Small Arms and Light Weapons (SALW) and Physical Security and Stockpile Management (PSSM) and supervise MAG WAM Operations field operations.
- Conduct assessments and other technical missions on behalf of MAG in-country and worldwide as requested by the CD and Regional Programmes Manager (RPM).
- Ensure thorough and up-to-date knowledge of all mines, munitions and SALW in theatre.
- Act as the primary WAM technical lead on the safe and secure management of ammunition and weapons.
- Ensure thorough and up-to-date knowledge of all relevant technical equipment in theatre.
- Support the WAM in ensuring the safe and proper maintenance and storage of all necessary technical materials and equipment (including explosives and accessories).
- Advise and assist the TOM in the implementation of new systems and procedures to maximise productivity and safety.

- Manage the operational tasking process for all HMA and WAM contracts, including technical assessments, physical rehabilitation and/or construction of ammunition storage facilities.
- Draft for approval national standards for SALW and PSSM using as a baseline the best practices identified in the IATGs and MOSAICs.
- Implement the levels of the IATG risk reduction process (basic, intermediate or advanced levels), thereby making the IATGs relevant through an understanding of the various national capabilities.
- Support the TOM/SMiC in ensuring the safe and proper maintenance and storage of all necessary technical materials and equipment (including explosives and accessories).
- Advise and assist the TOM/SMiC in the implementation of new systems and procedures in relation to productivity and safety optimisation.

Capacity building and HR

- Assist the TOM in the design, development, delivery and evaluation of appropriate training programmes for deminers and other technical personnel.
- Support the TOM in the day-to-day training and development of national staff to conduct mine clearance and EOD activities and all activities related to WAM activities, in accordance with MAG standard operating procedures.
- Assist the RPM/TOM in the recruitment of national technical staff.
- Motivate and train the technical team to achieve a high level of performance.
- Establish and maintain good working relationships with all national staff to maximise capacity building objectives.

Communication and Reporting

- Ensure that the TOM is fully briefed on all technical and operational issues and any technical difficulties arising.
- Assist the TOM in providing relevant and useful information and case studies to the CD/RPM.
- Submit accurate operational reports as directed by the TOM, and produce other technical reports and documents as and when required.
- Ensure good understanding of all aspects of the programme/project. Ensure staff are made aware of wider programme issues, developments and achievements within MAG.
- As required by the TOM, ensure that accurate and thorough reports following investigation into all incidents/accidents are completed and provided to TOM with details of appropriate action taken, in accordance with MAG policies and procedures.
- Contribute to internal discussion and planning designed to improve MAG's performance, results and impact in humanitarian mine action.
- Liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency.

Health, Safety and Security

- Monitor security situation in work location and areas of operations ensuring that the TOM is kept informed of security risks and developments.

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 in mine clearance/EOD3+/SALW operations in developing countries that are contaminated by remnants of conflict
- Experience of managing field operations
- Experience of leading, motivating and managing a diverse team of people
- Experience of mentoring and coaching others
- Experience of conducting formal or informal training and the transfer of appropriate skills to others.
- Experience of working independently for extended periods of time in 'stand-alone' environments with minimal supervision.

Essential Skills and Knowledge

- Fluency in Portuguese
- Fluency in French or English
- Technical knowledge of mines/SALW/unexploded ordnance and mine clearance techniques, including new developments*
- Ability to develop, review and comply with security and technical Standard Operating Procedures
- The ability to contribute technical knowledge and clearance targets to proposals and reports
- Excellent organisational skills with the ability to plan and coordinate activities and projects
- Excellent communication and interpersonal skills
- Good literacy, numeracy and IT skills

* Knowledge of one or more of these technical skill areas is essential

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
- Ability to conform to and manage budgets and procurement requirements
- Self-motivated, flexible and enthusiastic approach to work
- Ability to meet deadlines and work calmly under pressure
- Ability to represent and promote MAG

Qualifications

- EOD 3+ IMAS qualified as a minimum
- Relevant and recognised WAM qualification to fulfil organisational needs or suitable practical experience

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

November 2021