



Job Specification: Project Manager

Department:	Programmes
Scale:	PSM 5
Line managed by:	Country Director (CD) – Ukraine
Responsible for line managing:	Programmes Team (1 x International / 5 x National)
Location:	Kyiv, with frequent travel across Ukraine

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 across a wide range of strategic, programme management, and external engagement responsibilities in Ukraine. Key responsibilities include:

- Maintaining strong relationships and networks with national and local authorities, donors, UN agencies, national partners, NGO forums, and other civil society, community, and commercial actors in the region.
- Supporting—and when required, deputising for—the Country Director in senior-level representation of MAG at country-level meetings with a broad spectrum of stakeholders.
- Assisting the Country Director in identifying and pursuing opportunities to expand MAG's programme activities within Ukraine.
- Working cross-functionally with other members of the Senior Management Team to ensure programmes are delivered effectively and efficiently, that delays or changes are communicated early, and that planning and implementation are well coordinated.
- Ensuring that MAG's work is clearly and consistently communicated through robust, timely reporting and effective internal and external communications.
- Managing a small team of programme and communications staff, including setting objectives, developing work plans, and monitoring performance.



Job Description

Representation

- Assisting the Country Director in representing MAG to donors, local authorities, partners, NGO forums, and other stakeholders relevant to MAG's Ukraine response, ensuring that MAG's mission, values, and programme objectives are clearly communicated and supported.
- Acting as a focal point for MAG's representation across Ukraine, alongside other senior staff, engaging with all relevant stakeholders as required.
- Keeping the Country Director informed of any emerging issues or risks related to external relationships and providing proactive, solution-oriented recommendations.
- Developing and maintaining effective working relationships with key external stakeholders.
- Ensuring that all relevant parties are appropriately informed of MAG's activities in a timely and accurate manner.

Management and Development

- Ensuring adequate international and national staffing for the programme department.
- Ensuring effective recruitment, induction/orientation, supervision, and capacity development of the programme team.
- Line managing staff in accordance with MAG's international and national staff policies and procedures.

Grant and Donor Management

- Responsibility in maintaining contractual compliance with project donors.
- Overseeing the completion of baseline assessments for all new projects and coordinating risk assessments for new locations with the Country Security Manager.
- Leading the development of all concept notes, proposals, and project reports by:
 - Coordinating timely completion of all documentation, allowing the Country Director and HQ colleagues sufficient time for review and feedback.
 - Integrating gender, conflict sensitivity, diversity and inclusion, and environmental considerations across all proposed and ongoing work.
- Facilitating a regular flow of photos and case studies from the project to HQ.
- Working with the Technical Operations Manager (TOM) and the Information Management team to put in place robust information management, data collection, and reporting systems that support high quality output and outcome level reporting.
- Ensuring implementation of all activities are in line with donor requirements and in accordance with MAG, country, and international standards, rules, and regulations.

Business Development

- Working with the Country Director (CD) and the Senior Management Team (SMT) to proactively identify and pursue new opportunities that maximise MAG's impact in Ukraine and support programme continuity and stability.
- Contributing to the identification and pursuit of opportunities to expand MAG's programme activities.
- Supporting efforts to enhance the quality of MAG's programming across areas of operation.
- Assisting the CD with detailed stakeholder mapping and analysis to inform business development in Ukraine.

Partnerships:

MAG Ukraine has a dedicated Partnerships and Localisation unit, with its manager also serving as a member of the Senior Management Team. Over 80% of MAG's grants involve partner engagement alongside MAG's own programming.

It is therefore essential that the Project Manager works closely with colleagues in the Partnerships and Localisation unit, who oversee and manage project implementation with national and local partners, by:

- **Coordinating** supervision, evaluation, and monitoring of partnership projects and sub-grants to ensure alignment with donor and MAG requirements.
- **Integrating** partnership activities into the broader MAG plan for each project and in line with MAG's country strategy.
- **Reflecting** partners' perspectives in proposals, reports to donors, and other stakeholder engagement.
- **Advocating** for partner support in discussions and communications with stakeholders, where relevant.

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
- Knowledge of mainstreaming Gender, Diversity and Inclusivity; and Conflict Sensitivity, into Humanitarian Mine Action and / or other humanitarian work
- Ukrainian / Russian language knowledge

Signed employee:	Date:
Signed manager:	Date:

November 2025