Job Specification: Mechanic Technician

Department:	Programmes
Scale:	MECH 2
Line managed by:	Mechanical Support Manager, Ukraine
Responsible for line managing:	National Staff as directed
Location:	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 postholder will work with MAG's programmes in Ukraine to ensure MAG's light and heavy plant machinery are managed and maintained in such a manner as to support operations in the most efficient way possible. To conduct training, assessment and monitoring of all staff associated with mechanical assets both operating and servicing/maintenance/repairs in order to build a local capacity.

Job Description

Technical

- **Maintenance**: Monitor and supervise mechanical inspections, servicing and repairs of all mechanical assets within the assigned programme. For Ukraine this is especially with regards to minewolf mechanical clearance assets.

- **Management**: Develop maintenance schedules in keeping with MAG's operational requirements and ensure/oversee their implementation.
- **Planning**: Project usage of consumables and spare parts for the mechanical assets held within the programme and assist the MSM and Logistics Department with procurement in line with programme SOP's.
- **Quality Assurance**: Conduct, monitor and supervise mechanical inspections, servicing and repairs for all mechanical assets.

Capacity Development and HR

- **Training (Mechanical):** Develop appropriate training programmes for maintaining and repairing light and heavy plant machinery for mechanical staff in coordination with the MSM.
- **Recruitment:** Provide input into the recruitment of national staff as it relates to skill set required for both mechanical positions – operator and mechanics.

Infrastructure Development

- **Workshops:**
    - In instances where there are existing workshops (mobile and / or permanent), review set up and identify any health and safety concerns and set out plans to ensure compliance.
    - In instances where there are no workshops, in conjunction with MSM assess requirements to establish one.
    - Support MSM to supervise construction of workshops where applicable.

Communication and Reporting

- Ensure that the MSM is fully briefed on all technical issues and any technical difficulties, arising regarding mechanical assets.
- As required by the MSM and TOM, contribute to investigations and reports into all incidents/accidents where MAG mechanical assets are concerned.

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

- Minewolf experience – mechanical and fleet management
- Experience in all mechanical and fleet management.
- Experience of maintaining and repairing a large fleet of vehicles and wide range of mechanical assets. This includes diagnostics; welding (skilled in welding/arc welding specific, TIG and MIG welding desirable); preventative maintenance; and ability to find creative solutions.
- Experience of working in a developing country and an understanding of the constraints this imposes.
- Experience of designing and delivering training in the repair and maintenance of mech assets.
- Experience of managing and capacity building a team of national staff.

Essential Skills and Knowledge

- Good organisational skills with the ability to coordinate and prioritise activities.
- Good literacy, numeracy and IT skills (e.g. Word/Excel).
- The ability to communicate with clarity and credibility on paper and face-to-face.
- Verbal and written English language skills.

Essential Aptitude

- Innovative and proactive with a problem-solving approach where systems can be improved.
- Determined and committed to the highest quality standards.
- Ability to establish and maintain effective working relationships at all levels internally and externally, including suppliers.
- Ability to meet deadlines and work calmly under pressure.
- Ability to handle and prioritise a heavy workload.
- Ability to represent and promote MAG.
- Interest in and commitment to MAG's humanitarian and capacity building mandate.
- Self-motivated, flexible and enthusiastic approach to work.

Qualifications

- Relevant certification, licenses for different skills such as welding, heavy machine repair, maintenance and management.

Desirable

- Previous experience setting up a workshop suitable for maintaining large fleet of vehicles and wide range of mechanical assets.
- Experience of working in Ukraine in a similar role
- Previous exposure to Humanitarian Mine Action
- Previous experience with maintaining and operating Minewolf
- Previous experience in maintaining Plant equipment such as mini/medium tracked excavators, JCB type Front End Loader/Backhoe machines, their ancillaries' and respective hydraulic systems.

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