Job Specification: WAM Technical Field Manager - Team Leader

Department:	Programmes
Scale:	Technical 4
Line managed by:	Regional Programme Manager (RPM): CARICOM
Responsible for line managing:	National Staff / consultants
Location:	Trinidad & Tobago with travel across CARICOM region

---

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:

To implement all aspects of Weapons and Ammunition Management (WAM) Operations and related within the CARICOM region in accordance with Standard Operating Procedures and as directed by the Regional Programme Manager

This will include conducting assessments in conjunction with CARICOM IMPACS and in coordinating and providing technical oversight on WAM projects. These may include weapons and munition destruction, design and delivery of PSSM training, and design and oversight of rehabilitation and/or construction of new facilities

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

Job Description:

Technical

- Conduct SALW and PSSM technical assessments and supervise field operations of MAG WAM Operations.
- Act as the principle WAM Technical Manager regarding the safe and secure management of ammunition and weapons.
- Manage the operational tasking process for all WAM type contracts including technical assessments, physical rehabilitation and/or construction of ammunition storage facilities.
- Implementing the IATG Risk Reduction Process Levels, (basic, intermediate, or advanced levels), thereby making IATG's relevant through an understanding of diverse national capacities.
- To conduct assessments and other technical missions on behalf of MAG within the CARICOM region as required by the Regional Programmes Manager
- Provide technical support and advice to CARICOM IMPACS and CARICOM Member States, including remotely, when requested
- Deputise for the RPM when required.

Training and Capacity Development

- Technical PSSM Ammunition Stockpile Management training to host Government officials in accordance with the UN SaferGuard Programme.
- Technical SALW Management training to host government officials in accordance with MOSAIC.
- Oversee the regional coaching and mentoring programme in conjunction with CARICOM IMPACS
- Assist the RPM with the recruitment / hiring of technical staff / consultants and contractors
- Motivate and develop the technical team to perform to a high standard.
- Build and maintain good working relationships with all national staff / contractors / consultants to maximise capacity development objectives.

Communication and Reporting

- Ensure that the RPM is fully briefed on all WAM Operational issues and any technical difficulties arising from project implementation.
- Assist the RPM in providing relevant and useful information and case studies
- Submit accurate WAM Operational reports as directed by the RPM, and produce other WAM technical reports and documents as and when required.
- Ensure good understanding of all WAM technical aspects of the project, ensuring staff are made aware of wider programme issues, developments and achievements within MAG.
- The accurate and thorough investigation and reporting of any WAM related incidents/accidents, with full details being provided to RPM, along with recommendation for appropriate follow up action taken, in accordance with MAG policies and procedures.
- Contribute to internal discussion and planning, designed to improve MAG's performance, results and impact with WAM.
- Liaise with and represent MAG to donors, implementing partners, local officials and other agencies to further MAG's aims and ensure operational efficiency and effectiveness.
- Actively participate in the MAG WAM Community of Practice.

Health, Safety and Security

- Monitor security situation in work location and areas of operations ensuring that the RPM 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 SALW/ PSSM type Operations in developing countries.
- Experience of managing WAM 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

- Technical knowledge of WAM type activities and operations.
- 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, specifically word and excel

- Fluency in English, French and/or Spanish add further value

* 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

- Relevant and recognised WAM qualification to fulfil organisational needs or suitable practical experience

---

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

May 2023