



Job Specification: Provincial Operations Manager (POM)

Grade:	Grade 9
Line managed by:	Technical Field Manager (TFM)
Responsible for line managing:	Respective Provincial Supervisors
Location:	Quang Binh/ Quang Tri

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:

The Provincial Operations Manager (POM) is responsible for ensuring that Standard Operating Procedures (SOPs) and Safety Standards are maintained throughout the province. As the senior national staff member he/she is responsible for; developing and maintaining relationship with national partners to support operations. He/she shall also to work closely with the TFMs to improve on operational efficiency.

Job Description

General:

- He/she is fully conversant with International Mine Action Standards.
- Ensure that all technical operations are conducted safely, efficiently and in accordance with MAG Vietnam SOPs.
- Directly carry out disposing of bombs, mines and ERWs after clearance daily
- Conduct site reconnaissance and complete clearance plans in accordance the MAG prioritisation process.
- Coordinate and work closely with TFMs in planning; deployment; implementation and managing of resources within Quang Binh/ Quang Tri Province in relation to the removal of Explosive Remnants of War (ERW).
- Ensure that supervisors monitor the recording and reporting of all Mine Action Teams (MATs); Multi Task Teams (MTTs); Mechanical Assets to allow for the capturing of accurate information.
- Ensure that Supervisors responsible for conducting Site Assessments are making a correct assessment to set priorities in accordance with the LWCC/MAG prioritization process; identify the threat, extent of vegetation and the appropriate resources to deploy to the site.
- Provide guidance and support to Supervisors, so doing building their capacity.
- Ensuring that all technical personnel are correctly briefed, and understand their duties and responsibilities.
- Participate in the recruitment of new technical staff and in the progression of existing staff.
- Conduct regular Quality Assurance (QA) checks on all activities, ensuring standards are maintained and report all breaches of SOP.
- Liaise with the QA team, TMEU and TFM's to ensure that breaches in SOPs are addressed during refresher training and/or remedial training if circumstances dictate.
- Ensure that teams have the appropriate equipment to enable them to carry out their operations, safely, efficiently and effectively.
- Regularly inspect teams' equipment to ensure equipment is accounted for and serviceable.
- Constantly review existing procedures and look at ways of increasing operational efficiency.
- Carries out any other operational/administrative duties as directed to meet operational requirements.
- May be expected to work after regular working hours as circumstances dictate.
- Stand in for the TFM during leave periods and when required to do so.

Reports:

- Collate and review all technical reports before submitting to the TFM.
- Ensure that Site Assessments and Clearance Plans are accurate.
- Verify explosives and accessories held within the military stores within the province.
- Ensure that all reports generated by Supervisors which relate to safety and security are complete, accurate and reported timeously.

Relationships:

- Maintain close cooperation with the Community Liaison Manager and support structures to ensure good cooperation.
- Represent MAG at meetings with stakeholders, partners and local authorities at the provincial, district and commune levels, to ensure relationships are developed/ maintained as required.
- Prepare and host media and press visits as necessary.

All staff are expected to undertake the following general duties:

- Work within the framework of the Policy on Personal Conduct
- 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 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 Qualifications

- EOD IMAS Level 2
- Battle Area Clearance (BAC) training qualifications
- Driving License B Manual Transmission

Essential Experience

- At least 5 years working with MAG or other mine action organisation in a senior operations related role.
- A proven track record of having effectively managed a large work force, conducting a diverse range of activities.

Essential Skills and Knowledge

Knowledge

- Ensure an in-depth understanding of the processes that need to be followed within Quang Binh/ Quang Tri province relating to dealing with the Military; PPC; DPC; CPC and DoFA in relation to emergency EOD Spot Tasks; Village EOD Spot Tasks; BAC for development purposes and BAC focusing on Cluster Munitions.
- Demonstrate thorough knowledge of MAG Vietnam’s integrated clearance methodology and standards.
- Ability to communicate in English is seen as an advantage but not a full requirement.
- Good understanding of IMAS standards and Non-Technical Survey Guidelines.
- Ability to effectively communicate; develop and maintain relationships with senior officials within Quang Binh/ Quang Tri Province
- Effectively communicate with superiors, subordinates, other departments within MAG, External NGOs and external Mine Action operators within Quang Binh/ Quang Tri province.
- Ability to coordinate and plan clearance activities.

By signing this document, I agree to undertake the above duties on behalf of MAG.

Post holder name	Post holder signature	Date

Accepted and Approved by Line Manager on behalf of MAG

Line manager name	Line manager signature	Date