



VACANCY – Community Liaison Team Leader (1 position)

Employer: Mines Advisory Group (MAG)
Department: Operations
Reporting to: Technical Field Manager through the Team Leader
Base Location: South Sudan
Working Area: South Sudan
Closing date: 26th /2/2018

12/02/2018

Mines Advisory Group (MAG) is a Humanitarian, none profit making organization concerned with the impact of landmines in South Sudan. MAG South Sudan is recruiting for highly competent, proactive CL officers for its field based operations.

Summary of the Position

The Community liaison team leader is responsible for working in a participatory manner with community, local authority and NGO representatives to gather, disseminate and document information on the presence and impact of explosive remnants of war, and to design and deliver mine risk education programs for a diverse target audience.

This is a Field Based position, and will be part of a MAG project that carries out activities in communities affected by landmines across the country. The applicant must be willing to work, travel to other parts of South Sudan when required.

Principal responsibilities

MAG South Sudan employs multi-skilled Community Liaison / Mine Risk Education teams. A Community Liaison Team Leader will therefore be expected to carry out some, or all, of the following activities:

Operational

- Ensure the safe execution of all Community Liaison duties, in line with SOP's, as directed by the TFM.
- Ensure team members understand and follow SOP's and that the TFM is fully briefed on all technical and operational issues arising.
- Ensure the team is correctly briefed and understands their responsibilities at the start of each working day.
- Deliver risk education to targeted groups ensuring that all participants have a good understanding of risks and mitigation strategies.
- Deliver training, and provide ongoing support, to key community focal points to enable them to implement appropriate MRE activities.
- Ensure high quality and contextually relevant MRE resources and training to improve the delivery and understanding of safety messages in order to achieve the aim of behavioural change.
- Contribute to the process of developing methodologies, materials, policies and procedures to strengthen MAG's Community Liaison work in the programme.
- Liaise with affected communities, local authorities, government bodies, NGO's, UN and other agencies in the deployment area, as appropriate, to select appropriate locations for CL activities.

- Develop daily and weekly plans for deployments to identify an appropriate target audience in need for risk education through collecting data's on accident, incident, returnees and level of contaminations etc.
- Conduct need and impact assessments as directed by the TFM.
- Conduct non technical survey and record confirmed/suspected hazardous areas as reported by the community, in line IMSMA requirements.
- Ensure appropriate levels of supervision are in place and that the associated internal Quality Assurance checks are carried out and documented as required. *12-10-2018*
- Work with programme management to recruit, induct and train new team members.

Reporting and Record Keeping

- Coordinate data collection to develop operational plans, identify target audiences and provide need and impact assessments.
- Liaise with communities, local authorities and other NGO's to gather information using interviews, meetings, community mapping and other participatory activities.
- Record the impact of MAG's work and the need for future work through the collection of case studies, photographs, needs assessments and evaluation reports.
- Ensure that all reports completed by the team are of a high quality and that all data is thorough well presented and submitted in line with SOP's.
- Record all mine/UXO related accident or incident, as reported by the communities, following IMSMA reporting tools.

Safety and Security

- Under the direction of the TFM, take responsibility for staff safety during deployment, follow security procedures and additional measures, as directed by the TFM or Security Coordinator.
- Monitor the security situation in the area and keep the TFM and Security Coordinator informed of any changes or developments.

Human Resources

- Under the direction of the TFM, provide leadership and supervision of the team, maintaining discipline and high standards of performance in compliance with HR policy and procedures.
- Assist the Technical Field Manager in the resolution of employee issues, assisting with disciplinary investigations and meetings where necessary.
- Identifying and address technical training needs and keep up to date records of training completed and any outstanding training needs.
- Assist the Technical Field Manager in completion of all HR related documentation and record keeping.

Logistics and Procurement

- Plan all logistical requirements, submitting any Purchase Request Forms in a timely manner, in advance of each deployment, utilising the Return, Repair and Replace system correctly.
- Be responsible for the maintenance and care of equipment and tools, ensuring all MAG issued equipment is stored safely, in good condition, and treated with respect.

Finance

- Manage team finances, forecast the finance requirements in a timely manner and prepare all necessary finance request documentation.
- Take responsibility for ensuring that field advance money is kept safe, and spent accordingly without abuse, and ensure collection of any receipts for money spent.
- Maintain accurate records of all payments and expenses incurred on a daily basis with the Technical Field Manager.

Essential Experience

- At least 2 years of experience in managing and motivating a team
- Experience of developing good relationships with people and working in a participatory way

Essential Skills and Knowledge

- Excellent interpersonal skills with the ability to build effective relationships
- Excellent presentation skills with the ability to engage with an audience
- Good level of written and spoken English
- Good literacy, numeracy and IT skills
- Excellent organisational skills, with the ability to prioritise work and meet deadlines

Essential Aptitude

- Ability to work independently with initiative and a solution orientated approach
- Self motivated, flexible and enthusiastic approach to work
- Determined to high quality standards

Qualifications

- Diploma or Bachelor's degree in Education is desirable

Physical Fitness

- Due to the physical nature of the role and the work involved in demining activities, a good level of physical fitness is an essential requirement

APPLICATIONS:

Interested candidates should submit a CV with a cover letter, recommendation letters, copies of academic certificates and copy of a Valid Nationality ID card to the **MAG Juba Office along America residence road next to Canada house by Monday 26th February 2018**, to addressed to the: Human Resources Department, MAG South Sudan, Juba.

Due to the urgency of this position shortlisting will go on as applications are received.

FEMALE CANDIDATES ARE HIGHLY ENCOURAGED TO APPLY

ONLY SELECTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.

12/02/2018

NOTE: DO NOT ATTACH ORIGINAL CERTIFICATES,
MAG WILL NOT RETURN APPLICATION DOCUMENTS TO APPLICANTS.