



MAG South Sudan
Plot No. 1 Block 1, 1st Class Area
Jondoki Kamiru,
Bilpham Road, Adjacent to Ezentus
Juba, South Sudan

ADVERTISEMENT - COMMUNITY LIAISON MANAGER, 1 POSITION
External/Internal Open to South Sudanese Nationals Only

Employer: Mines Advisory Group (MAG)
Department: Operations
Reporting to: Technical Operations Manager
Base Location: Juba South Sudan
Working Area: South Sudan
Opening date: 17th August 2023
Closing date: 30th August 2023

Mines Advisory Group (MAG) is a Humanitarian, non-profit organization concerned with the impact of landmines in South Sudan. MAG South Sudan is recruiting for highly competent, proactive **Community Liaison Manager** for its country program operations.

MAG's Vision

A safe and secure future for men, women and children affected by armed violence and conflict

MAG' Mission

MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for Development

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:

To assist the Senior Management Team in country to ensure that MAG's approach to community participation in mine action is integrated into the planning and implementation of programme activities.

To undertake the management, training, assessment and monitoring of Community Liaison (CL) staff and activities in the field and recommend improvements to the Technical Operations Manager (TOM) and Country Director (CD) where appropriate.

To manage CL resources and be responsible for the gathering and dissemination of relevant and accurate information to enable informed decision making, maximization of impact and the achievement of MAG's vision, mission and key aims.

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MAG is co-laureate of the 1997 Nobel Peace Prize.
Charity No. 1083008. A company registered in England and Wales No 4016409.



Job Description

Technical

- Provide research and analysis of relevant socio-economic data in order to help prioritise social target groups and geographical areas for CL activities: Explosive Ordnance Risk Education (EORE), Non-Technical Survey (NTS), Impact Assessment (IA), and community visits in support of clearance, technical survey and EOD activities.
- Plan, prioritise and coordinate all CL activities in order to achieve maximum community participation and understanding during all stages of survey and clearance activities.
- Maintain regular liaison with the TOM, TFMs and other technical operations staff to coordinate the deployment planning for CL teams, exchange information on operations, assess tasks from survey to completion and plan support to land release activities when required (non-exhaustive list).
- Plan CL activities efficiently to ensure project outcomes are met in a cost-efficient manner benefiting affected populations in line with donor and national authorities requirements.
- Advise on safe and effective management of all aspects of CL and related tasks, in accordance with relevant IMAS, MAG Standard Operating Procedures and guidelines, and ensuring that these are consistent with MAG's policies and mandate.
- Implement MAG's Quality Management System (QMS) within the scope of CL and work closely with the TOM to conduct Training Needs Analysis, MAG CL SOP review and delivery of training to the national CL staff.
- Monitor and evaluate the on-going performance of CL and EORE activities by MAG national staff and any Partner organisations in the field.
- Develop good capacity in the use of MAG's Operations Management Information System, once implemented, to collect data and analyse information for reporting, strategic planning, impact assessment purposes and internal learning.
- EORE: Assist in the design and implementation of programmes to mitigate the risk communities living with EO face (including both child and adult-oriented risk education programmes). Identify and develop options for EORE delivery through alternative channels and methodologies, to ensure broad targeting.
- NTS: Ensure non-technical survey activities follow due process and MAG South Sudan national technical standards, adopting an evidence-based approach, using tools at your disposal accurately and following safety measures in place.
- IA: Coordinate among operations the impact assessment of MAG's activities on communities and other relevant stakeholders. Where appropriate, design and apply relevant measurement tools and indicators. Ensure the capture of data on the outcomes and impact of MAG's work and the communication of this data to relevant internal and external stakeholders.
- Assist in the design and implementation of programmes to mitigate the risk of living with remnants of conflict (including both child and adult-oriented risk education programmes)
- Coordinate the on-going evaluation of benefits MAG's activities have on communities and other relevant stakeholders. Where appropriate, design and apply relevant measurement tools and indicators. Ensure the capture of data on the outcomes and impact of MAG's work and the communication of this data to relevant internal and external stakeholders.
- Assist and support the development of the country programme strategy, plans, proposals and budgets with regards to CL training and operations in line with MAG's mission and mandate
- Conduct assessments, including on-site interviews with beneficiaries, and other technical missions on behalf of MAG as required.

Communication and Reporting

- Conduct and support on-going liaison with all relevant stakeholders (government, INGOs, national NGOs, mine action centres, health care providers etc.) and establish and maintain networks for information exchange.
- Assist in proposal writing and budgeting.
- Provide clear and accurate reports for donor and HQ purposes.

- Provide to MAG HQ case studies and oral testimonies of the variety of experience of living with conflict and remnants of conflict.
- Conduct research, develop and maintain an understanding of MAG's CL approach and its evolution. Where required, undertake recording and documenting of CL resources (photographs, reports, EORE materials, etc.)

People Management and Capacity Building

- Direct, supervise and manage the national CLS and senior CL staff as required
- Build and maintain good working relationships with all staff to maximise results and objectives.
- Build and sustain acceptance and commitment for work in line with humanitarian principles and standards.
- Be a team player: work collaboratively and inclusively to manage and develop both your own and other teams.
- Assist with the recruitment and selection of national CL staff.
- Ensure Job Descriptions for CL staff are up to date and in line with MAG standards.
- Set objectives to MAG CL staff according to their positions and conduct appraisals of CL and any other line reports in line with MAG procedures.
- Plan and conduct relevant training activities for national staff where required, including EORE/NTS/IA, participatory learning techniques, communication skills and facilitation skills based on continuous training needs assessment.

All 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.

Person Specification

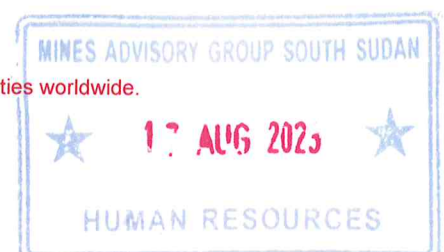
Essential Experience

- Experience of working in the community and/or educational development activities.
- Experience of conducting needs or risk assessments in order to design and implement appropriate interventions.
- Experience in the monitoring and evaluation of development and humanitarian projects.
- Experience in the design and delivery of formal or informal training and transfer of skills to others.
- Experience of leading, motivating and managing a diverse range of people.
- Experience of participatory research techniques and community-based approach in a working context.
- Experience of working independently for extended periods of time in 'stand-alone' environments with minimal supervision.

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Desirable Experience

- Previous Experience in Mine Action or Post Conflict Environments

Essential Skills and Knowledge

- Strong information management skills
- Understanding of humanitarian response and risk reduction
- Ability to undertake political and cultural context analysis
- Excellent organizational skills with the ability to coordinate activities and projects in line with accountability principles
- Excellent communication, negotiation and interpersonal skills and ability to establish relationships with people from a military, development and community background
- Excellent remote management, people management and coordination skills
- Sound understanding of rural livelihood and international development issues
- Relevant IT and numeracy skills
- Good spoken and written English language skills

Essential Aptitude

- Ability to establish effective working relationships at all levels internally and externally
- Self-motivated, flexible and enthusiastic approach to work
- Innovative, creative and pro-active with an analytical and solution-oriented approach
- Ability to represent and promote MAG
- Do no harm approach, cultural sensitivity and adaptability
- Strong commitment to humanitarian and capacity building principles
- Commitment to MAG's humanitarian mandate

Qualifications

- Qualifications in a development research or an information management related discipline

Selection Criteria

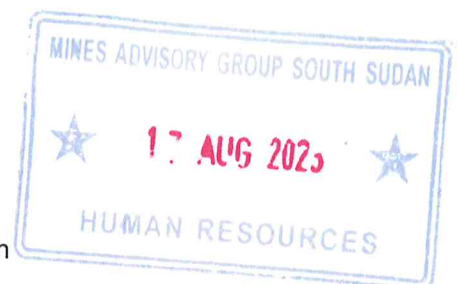
- Fluency in oral and written English.
- Minimum of 3 years College institution in Social Science field (must produce documentation to this effect)
- Minimum of 2 Years work experience in the relevant field.
- Previous Community Liaison Manager Accreditation will be an advantage.
- Position is only open to South Sudanese nationals.

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

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

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.

Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing)**, if you have any concerns in this area these should be reported to the County Director.

HOW TO APPLY:

Qualified and interested candidates should submit a cover letter with a CV (must have at least 2 referees with the recent employer and work email and telephone contact), copies of academic certificates and Nationality ID card to: -

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; recruitmentss@maginternational.org by 30th August 2023, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery. Only shortlisted candidates will be contacted for interviews.

NOTE: Do not attach original certificates. MAG will not return application documents to applicants.

Women and men are both encouraged to apply. MAG is an equal opportunity employer.

