



Job Specification: Base Manager

Department:	Operations
Scale:	PSM 3
Line managed by:	Country Director/Programme Manager
Responsible for line managing:	National staff in sector field bases
Location:	Overseas

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's 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.

Job Purpose: To manage one of MAG's operational bases in country, in support of MAG programme objectives, including logistics, finance, administration and liaison with communities / local authorities.

Job Description

Support Services Management / Coordination

- Provide direct support to MAG operations in the areas of logistics, finance, administration and community/local authority relations, ensuring systems and procedures are followed.
- Implement appropriate management, administrative, finance and logistical methods of working, ensuring their efficiency, in line with MAG Standard Operating Procedures (SOP's), guidelines and local regulations.
- Manage base health, safety and security and monitor security situation in base location and areas of operations ensuring that operations teams and programme SMT are kept informed of security risks and developments.
- Ensure MAG support / administrative Standard Operating Procedures (SOP), donor policies and procedures, and applicable local regulations are understood and complied with at all times.
- Ensure financial records are properly maintained and submitted to the programme Finance Manager within agreed deadlines.
- Manage cash flow requirements for the base.
- Ensure operational advances are managed appropriately so that they are liquidated promptly, and properly accounted for.
- Oversee local procurement and logistics, ensuring programme procedures are adhered to and developed where necessary, in liaison with Logistician and Programme Management Team.
- Maintain systems for resource management at the base, including the administration of systems related to vehicle fleet management and maintenance, warehousing, asset management, stock keeping and facilities management.
- Ensure good communication and coordination between the support and administration team and the technical operational team.
- Ensure that housing and amenities are maintained a high level to facilitate a comfortable living standard for international staff based at the location.
- Where appropriate, assist in the logistical planning and administration related to any visitors to the base, including travel requirements and security brief.
- Line manage relevant national staff at base, ensuring individuals work effectively and productively.
- Oversee and supervise the recruitment, selection, hiring, training, and performance management of all base support staff, and ensure those actions are carried out in compliance with applicable MAG, local legislation and donor policies.
- Support international MAG technical staff operating out of the base location in the recruitment, selection and hiring of local technical staff in compliance with applicable MAG, local legislation and donor policies.
- Ensure all base staff understand and adhere to the provisions of the MAG Code of Conduct and the United Nations Code of Conduct on Prevention of Sexual Exploitation and Abuse (CoC/PSEA).
- Assist in the process of national staff capacity building, providing mentoring support where appropriate.



Reporting and Communications

- Ensure daily communication and coordination with the Senior Management Team, Coordinate field management meetings and briefings.
- Ensure timely and detailed production of MAG programme internal reports as requested by the Country Programme Manager or other related departments within MAG
- Using internal reporting formats, ensure effective internal information flows.

Representation

- Represent MAG when dealing with local authorities, other organisations and NGOs within the provincial area of operations.
- Ensure all relevant parties are kept informed of MAG activities as appropriate.
- Inform the Country Programme Manager of any potential problems related to external relationships ahead of time

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

- Demonstrable experience of working in remote locations within developing countries.
- Experience of having developed relationships and negotiated with, local authorities and other NGOs as well as local partners
- Experience of managing a team of national staff
- Experience of working as part of a multi-cultural team.
- Experience of using finance, logistics, administration and human resource systems
- Experience of being responsible for the security management of a team in a remote location.

Essential Skills and Knowledge

- Proven ability to motivate and develop a team
- Effective financial management skills
- Excellent organisational skills with the ability to coordinate activities
- Effective influencing and negotiating skills
- Good literacy, numeracy and IT skills
- Ability and willingness to undertake routine administrative tasks
- Understanding of, and commitment to, humanitarian and capacity building principles
- Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts

Essential Aptitude

- Innovative, creative and proactive with an analytical and solution-oriented approach
- Determined and committed to high quality standards
- Ability to establish effective working relationships at all levels internally and externally
- Excellent communication and interpersonal skills
- Ability to meet deadlines and work calmly under pressure

- Ability to represent and promote MAG
- Commitment to MAG's strategic direction and core values
- Ability to think on feet and show shrewd judgement promptly and positively in difficult situations
- Ability to work diplomatically and sensitively in a potentially volatile political environment
- Self-motivated, flexible and enthusiastic approach to work
- Ability to work independently and operate alone
- Ability to live in a remote, often confined area with a diverse mix of colleagues

Desirable

- Awareness of and understanding of humanitarian mine action approaches
- Experience of MAG systems and procedures
- Understanding of relevant national and development context of the programme

Signed employee:	Date:
Signed manager:	Date:

January 2015