

## Vacancy Announcement for Humanitarian Mine Action Operations Manager in Syria

Position title: ITF Operations Manager (ITF OM)  
Duty Station: Hasakah, Syria; frequent travel to Erbil, Iraq  
Duration: 11 months. Anticipated start 1 September 2023, subject to award of funding  
Opening date: 4 August 2023  
Closing date: 18 August 2023

ITF Enhancing Human Security (ITF) is hiring for an **Operations Manager for its Syria programme**. The position is based in Northeast Syria (NES) with frequent travel to Erbil, Iraq.

ITF seeks to support the resilience of communities in NES by reducing risks to peace and security. Since 2019, ITF has been supporting protection and food security/livelihoods programmes in NES with the aim of increasing civilian population's security by protecting lives, civilian infrastructure and productive assets, and supporting livelihoods and income-generation.

The OM is responsible for the overall planning, implementation, quality, and monitoring of all operational activities in country, implemented within the project focusing on the HMA operations in agricultural areas and building the capacity of a local HMA NGO partner. The OM provides continuous technical advice, including on information management, to teams under his/her responsibility in order to develop the capacity and technical knowledge of national staff and to ensure safe implementation of activities according to IMAS and standard operating procedures (SOPs). The OM ensures overall operational management with the support from ITF Programme Manager and other regional and national staff.

### **The main responsibilities include:**

Planning, monitoring & quality management:

- Initiate, plan and coordinate operational activities as per NES Mine Action Office task orders;
- Coordinate and lead data collection in the field, including impact surveys;
- Analyze data on contamination collected by the NTS teams and provide reports on hazardous areas;
- Conduct regular Quality Assurance of the operational teams;

- Monitor and analyze productivity and report to the ITF Programme Manager with recommendations for improvement as required;;
- Coordinate operational activities with other HMA partners in NES and Humanitarian Mine Action (HMA) Coordinator;
- Ensure that priorities set by the programme are met, and the requirements of the donors and beneficiaries are taken into consideration through operational delivery.

**Staff management & supervision:**

- Plan and support recruitment of operational teams as per project requirements in coordination with the National Manager and Coordinator, and the local NGO partner;
- Design and deliver training for mine action teams and oversee accreditation of teams, design and deliver training to other partners as required;
- Conduct periodic refresher training for mine action staff and ensure the skills of teams are according to applicable SOPs and IMAS;
- Guide and technically support national GIS/IM staff and the local NGO partner in their data collection and information management roles;
- Mentor, manage, monitor and supervise the mine action teams engaged on the project, ensuring that they carry out their duties safely and in accordance with SOPs;
- Ensure that teams have the necessary materials and other equipment to carry out the designated activities.

**Data collection & information management**

- Follow-up of data collection plans with teams in the field;
- Analysis and reporting in line with IMAS and the agreed methodology;
- Monitoring of accuracy of data collected. Cross check data collected in the field;
- Supervise and monitor mapping related data collection;
- Ensure that all data, maps, and reports meet the requirements of IMAS and IMSMA.
- Assist in the development of data collection systems of the local NGO partner.

**Coordination:**

- In cooperation with national staff and the national NGO partner liaise with local authorities, community leaders and other stakeholders to ensure the smooth implementation and acceptance of the operational activities;
- Maintain good relationships and communication with the HMA Coordinator in NES and other mine action organisations in the area to ensure coordination and knowledge-sharing;
- Represent ITF in various coordination bodies as required.

**Reporting:**

- Prepare weekly/monthly/quarterly work plans;
- Prepare weekly/monthly/quarterly operational reports;
- Contribute to donor reports and new project proposal and budgets as required.

**Experience and Technical Qualifications:**

- Minimum 10 years' experience within HMA programmes managing multiple clearance teams;
- Minimum IMAS EOD level 3+ qualified;
- Qualified and experienced in MMC, BAC, Mech Clearance, Building Clearance, High Risk Search, IED Clearance and RSP of ISIS related IEDs;
- Excellent working knowledge of International Mine Action Standards and the Land Release process and experience in drafting SOPs;
- Excellent knowledge of information, reporting and collection platforms, ArcGIS Survey 123;
- Proven experience in training development and in mentoring national staff, including the execution of training courses to IMAS standards;
- Proven experience in enhancing technical capacity of local partners and supporting the establishment of adequate operational processes;
- Good knowledge of clearance methodologies and equipment utilized in demining operations, experienced in planning and implementing of clearance operations;
- Good writing skills in reporting;
- Computer literacy, including proficiency in Word, Power Point and Excel;
- Fluency in written and spoken English is essential;
- Previous experience working in NES is an advantage. Regional experience is strongly preferred;
- Ability to work away from home within remote environments and sometimes insecure field locations for extended periods of time;
- Strong organizational skills, proactive approach, and flexibility;
- Strong leadership, team building and communication skills;
- Excellent communication and interpersonal skills.

**We Offer:**

- An 11-month contract (extension contingent on funding and performance);
- A competitive salary;
- Up to 6 weeks of paid annual leave (pro rata);

- Three paid flights during contract duration;
- Accommodation provided;
- Work in a growing organization, which allows for a lot of flexibility and influence in shaping future humanitarian programming;
- Insurance as per industry standards.

#### **Application Process:**

All interested candidates are requested to submit their CVs (no more than four pages) and Cover Letter (no more than one page) with two references to [info@itf.si](mailto:info@itf.si) and [katarina.cvikel-balic@itf.si](mailto:katarina.cvikel-balic@itf.si) prior to the closing date on 18 August 2023. Please state “Application: Operations Manager Syria” in the email subject line.

The start date for this position is anticipated on or around 1 September 2023, and is contingent upon the official award of funding.

Candidates are encouraged to apply as soon as possible as interviews are expected to be held on a rolling basis. ITF reserves the right to select a candidate prior to the closing date. Only shortlisted candidates will be contacted.

ITF staff must comply with ITF Code of Conduct and relevant Safeguarding and Anti-Corruption Policies. As part of the recruitment process, ITF conducts anti-terror checks, which is a prerequisite for employment.