

TERMS OF REFERENCE

Job Title: Senior Technical Advisor, Operational Efficiency – FSD Colombia

Supervised by: Programme Manager, FSD Colombia

Duty Station/Location: Bogotá

Job Description:

The role of the **Senior Technical Advisor, Operational Efficiency** is to provide advice and guidance to respective counterparts in OACP-DC (Colombia's Mine Action Authority); this will focus on continuity within OACP, advice on refining management and tasking process within OACP, communications between OACP departments and the application of policy and standards of land release for humanitarian demining operators in the field.

The role will also provide technical advice and guidance on SOPs, policy and procedures for OACP-DC and other NGOs and implementing partners in Colombia as a support role to the FSD Senior Technical Advisor – Humanitarian Demining and EOD.

Roles and Responsibilities:

The roles and objectives of the Senior Technical Advisor Operational Efficiency are:

- Technical advice to OACP-DC on the implementation, monitoring and update of National Mine-Action Standards (NMAS), with the aim of improving the operational efficiency in Colombia.
- Technical advice for the adaptation of SOPs of Humanitarian Demining Operators (HDOs) – military and civilian - to the NMAS. Support to the elaboration of non-conformity matrices, checklists and any other documentation to facilitate the accreditation processes of operators.
- Capacity building, mentoring and training of OACP-DC staff in order to improve their internal operational efficiency and processes.
- Support to update and document OACP's internal procedures according to the new National Mine-Action Standards (NMAS).
- Support to the internal handover and continuity in OACP-DC in case of staff changes after the elections.
- Upon OACP-DC request, liaison with, training and coaching of the External Monitoring Body/OAS monitors to supervise the implementation of the NMAS. Help monitoring the QA/QC process with regular visits to the sites where operators are working.
- Contribute to FSD formal reporting for donors and HQ, and for the development of proposals and concept notes as necessary.
- Ensure compliance to FSD's Code of Ethics, Gender, Diversity and Inclusion Policy and Code of Conduct guidelines and procedure, this includes pro-active briefing, monitoring and reporting of all and any digressions under FSD's policies.

Mandatory Competencies:

- Minimum 5 years' experience of Mine Action QA/QC procedures.

- Minimum 5 years' experience of working with mine action authorities at a management and/or strategic level.
- Minimum of Bachelor Degree, preferable Master's degree (MSc/MBa) in a technical, management or social science field or similar.
- Proficient in, and knowledge of, all IMAS and Mine Action SOPs.
- Experience with Operational Efficiency processes within Land Release.
- Experience with process mapping, quality management system implementation and/or program management.

Preferable Competencies:

- Experience of capacity building of a national authority or similar (in a technical or strategic advisory role).
- Experience of writing and drafting SOPs, technical working practices and standards.
- Basic knowledge (or higher) of Spanish.
- Experience of drafting national mine action standards, strategies, policies or similar technical standard writing.
- Basic knowledge of the EO contamination in Colombia and the wider political and historical context of the country.

Reporting:

The Senior Technical Advisor, Operational Efficiency reports to FSD Colombia's Programme Manager.

Location and Travel:

The FSD Colombia Senior Technical Advisor, Operational Efficiency role is based in Bogotá, on occasions, by mutual agreement, the FSD Senior Technical Advisor, Operational Efficiency may also travel to other FSD programme locations or to conferences if required.

FSD also holds an annual Programme Managers' Conference and the incumbent may be requested to attend, this is normally in either the FSD HQ location(s) (Manila, Philippines) or in one of the FSD country programmes.

General:

- Work within the framework of FSD's core values, promoting its ethos and mission statement; especially impartiality and non-political alignment.
- Work towards achieving FSD organisation and programme level objectives.
- Stay informed of FSD global activities.
- Ensure familiarity with and adhere to all FSD policies and procedures.
- Participate in meetings, networks and seminars as and when requested by HQ Operations Geneva.
- Participate in FSD training activities as and when requested by HQ Geneva.
- Undertake the role in a manner appropriate to respective cultural contexts and within all local legal frameworks.
- Undertake any other duties appropriate to the post as may be required.