

4. SELECTION, RECRUITMENT and TRAINING OF PERSONNEL

1. Selection and Recruitment

To ensure both fair and impartial selection of the staff, the following four-step process will generally be followed:

- Advertise Position. A “Vacancy Announcement/Notice” together with “Duty Statement/Terms of Reference” should be distributed as widely as possible with sufficient notice to allow interested persons to submit applications.
- Prepare “Short List”. Short list at least three of the most suitable candidates.
- Interview Candidates. The relevant Officers of ANAMA should conduct interviews with the short listed persons. Candidates should be interviewed by more than one person.
- Submit Recommendations/Decisions. The details of the recommended candidates indicating order of preference should be submitted to the Director of ANAMA. The Director of ANAMA shall normally take the final decision regarding the successful candidate.

In accordance with Terms of Reference, the selected candidate will normally undergo the following steps before employment:

- Undertake any appropriate tests, according to Terms of Reference;
- Undertake a medical examination, according to ANAMA SOP;
- Read and understand the Standing Operating Procedures;
- Sign an employment contract.

2. Training

Proper training is the first essential step in the overall process and must be carried out using professional training staff, in an environment conducive to training. All training programs and syllabi will require approval from ANAMA before being implemented.

Rigidity of training standards and discipline is fundamental in Mine Action operations.

A sound and well-planned training program is essential to ensure that all members of the Mine Action program know their jobs and the required procedures associated with the process. Training will include two primary parts:

- Individual skills for deminers as an example will include: General safety precautions, mine/booby-trap/UXO safety procedures, emergency first aid, mine accident and casualty evacuation drill, use of Personal Protective Equipment, layout of task sites, site marking, mine clearance drills, manual removal of vegetation in clearance lanes, prodder/detector/tripwire drills, identification and actions on encountering danger areas, mines, fuses and UXO, use of radio and radio discipline.
- Group skills for deminers, section/team leaders as an example will include: Leadership, command and control, responsibilities of a two-man mine clearing team, site procedures, action in case of accidents, reporting procedures, safety briefings and equipment checks, minefield survey, house clearance, area clearance, route clearance, CASEVAC, report and returns.

3. Training and Qualification of Personnel

All personnel employed under the ANAMA umbrella will be required to undertake and qualify on the ANAMA Mine Risk Education Training Course, as well as by ANAMA authorized courses or equivalent as stated below, appropriate to their Terms of Reference (TOR).

Basic Demining Course	Mine Risk Education Course
Team Leader Course	Radio Operators Course
Pre Deployment Course	Driver Training and Development Course
Field Supervisor Course	Loading, unloading and transportation of explosives
Para Medic Course	Explosive Storage and Transport Course
Basic Surveyor Course	Operations Officer Course
Survey Leader Course	Mine Information System (MIS) Course
Basic Battle Area Clearance (BAC) Course	Geographic Information System (GIS) Course
BAC Team Leader Course	Management Training Course
UXO Operator Course	Communication Skills Course
Basic Dog Handler Course	Presentation Skills Course
Basic Dog Level 1 Socialization Course	Critical Incident Stress Management Course
Basic Dog Level 2 Obedience Course	Mine Victim Support Course
Basic Dog Level 3 Explosive Course	Basic Computer Course
Kennel Master Course	Advanced Computer Course
Dog and Handler Trainer Course	English language Course
Dog and Handler Supervisor Course	Method of Instruction, Instructors Training Course
Joint Operations Dog Support Course	Technical Survey Course
Basic Mechanical Clearance Course	Middle Management course
Joint Operations Mechanical Support Course	Other courses, as per notification by ANAMA

ANAMA Ops Dept will determine Revision and Refresher training program.

Students on Courses are to be formally tested in all subjects. A certificate of competence will be issued by the testing organization to students who successfully complete all components of the course. ANAMA Ops Dept will set training Test Standards, when the course syllabus is approved.

4. Training Aids

Only specially certified and marked training munitions (inert or neutralized/disarmed live) are to be used during trainings and trials. All training munitions are to be color coded, numbered and registered with ANAMA Ops Dept.

Only a qualified EOD Specialist may conduct certification of training munitions. Written certificates are to be issued. Approval to render any live ammunition free from explosives can only be given by ANAMA HQ in the form of a written certificate.

Live training munitions should never have the fuse or ignition system attached.

The use of uncertified training munitions is strictly forbidden.