



Career Opportunity: CSO Strengthening Advisor

The post is to be based in Sittwe with frequent travel across Rakhine State and opened to Myanmar National and Advertised nationwide.

Oxfam is a leading International NGO with a worldwide reputation for excellence and over 70 years of experience. It's not unfortunate that people live in poverty. With enough wealth in this world to go around it's unjustifiable. It's not just their problem. It's ours too. Our humanitarian, development and campaigning projects change lives around the world, and with the right support, we can beat poverty and injustice. Thousands of people already commit their time and talents to our campaigning, humanitarian and long-term development projects. Now we're looking for yours.

The role:	To help the CSOs in Rakhine to make them stronger institutionally and critically To help the CSOs better able to collaborate To help improved engagement between CSOs and international aid system
Level:	National, C2
Employment term:	Fixed – Term (1 year)
Report to:	CSO Strengthening Programme Manager
What we offer:	Respectful and empowered working environment, Life insurance, Medical+ dental + optical benefits, Competitive salary and Career advancement opportunities, Generous leave entitlement

KEY RESPONSIBILITIES:

Networking and communication

- Take a lead role in developing and maintaining strong relationships with civil society in areas of responsibility
- Work proactively with civil society in areas of responsibility to identify opportunities for and support organic processes of collaboration and networking between civil society groups and other actors and support them to develop their analysis of issues, key players and potential resources
- Under the guidance of the Programme manager, identify and build relationships with other national and international actors working to support civil society in Rakhine and look for areas of potential collaboration
- Provide a point of reference and interface between local organisations in areas of responsibility and Oxfam / other organisations' technical support capacity
- Communication and coordination with civil society groups in areas of responsibility to facilitate sharing of information useful to those groups
- Support the dissemination of good practice internally and externally (either directly or in an advisory capacity to partners and networks)

Direct influencing

- Take a lead role in context analysis in area of responsibility to contribute to advocacy and influencing strategy

- Under the guidance of the Civil Society Strengthening in Rakhine Programme Manager, identify opportunities to work with external stakeholders to promote the profile, independence and role of civil society actors in Rakhine
- Support the generation of evidence and learning that enables effective influencing with donors, INGOs, Rakhine State Government and Government of Myanmar
- Actively communicate and share learning and programme innovations to the wider Oxfam Myanmar programme

Programme Management

- Assist the Programme Manager in all areas of work, including effective monitoring and evaluation efforts, financial monitoring and report writing
- Assist in tracking programme activities to contribute to the outcome harvesting
- Assist in keeping track of changing context as well as progress markers
- Ensure that budgets are drawn up for all programme activities
- Support further programme development and fundraising efforts as required

Capacity building

- Ensure that a capacity building and organizational development support plan is developed and implemented through consultation with civil society in areas of responsibility
- Support the development and rollout of conflict sensitive and 'soft skills' capacity building amongst civil society groups in areas of responsibility
- Take responsibility for identifying own capacity development needs required to fulfil role
- Assist in identifying strategic local organisations / projects in areas of responsibility and, on request, working with them to prioritise organisational development needs
- When requested, provide a mentoring, accompaniment and training role in conjunction with Oxfam technical advisers, organisational development partners and other organisations as appropriate
- When requested, support civil society groups in areas of responsibility to develop their own high quality project proposals and find / access appropriate funding opportunities Programme management
- Ensure effective monitoring and evaluation, including financial monitoring to ensure effective use of Oxfam resources; and use of innovative monitoring tools to enable effective learning
- Contribute to regular, consistently high quality reports on the programme
- Contribute to writing good quality reports for donors in line with donor requirements
- Support further programme development and fundraising efforts as required
- Ensure the administrative functions of the team's financial management are adequately undertaken
- Help maintain partner database of all partner activities, sectoral as well as geographic locations,
- Maintain filing of all required documentation

SKILLS AND COMPETENCE:

Essential:

- Excellent knowledge of Rakhine state – including social, political and conflict dynamics – gained through direct experience
- Existing relationships across a diverse cross-section of actors in Rakhine and ability to develop new ones
- Excellent communication and interpersonal skills, a politically sensitive, diplomatic character and ability to interact with people from diverse range of social, political and cultural backgrounds
- Three or more years' experience working in community-based development, civil society support, humanitarian intervention or another aid sector
- Fluency in Myanmar language and very good level of spoken and written English
- Willingness to be based in [Sittwe, Kyauk Phyu, Mrauk-U / Minbya] and travel extensively throughout Rakhine state
- Demonstrated ability to identify and implement opportunities for innovation
- Demonstrated commitment to gender equity, broader inclusion, and promoting the interests of marginalised people
- Knowledge and experience in managing the project cycle, including project planning, implementation, monitoring and evaluation
- Good administration and information management skills, including computer skills
- Flexible work attitude to manage multiple priorities

Desirable:

- Rakhine language skills
- Experience of designing, implementing or evaluating specifically conflict-related or civil society strengthening programmes
- Experience using qualitative approaches to M&E to support institutional learning

Closing date: 26 November 2018, 5:00 PM

How to apply: Please state applied position in email subject line and send CV and cover letter to Human Resources Department through myanmarhr@oxfam.org.uk

(OR)

Oxfam office, No. 34, Corner of Aung Taw Mu Street and Golden Hill Avenue Street, Golden Valley Ward 2, Bahan Township, Yangon, Myanmar.

Phone: +95 (0)1 539986, 539987, 539958, 539189 and 504918

We regret that only short-listed applicants will be contacted.

Please note: Oxfam will never ask for any payment at any stage of recruitment.
https://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam-gb?cid=rdt_jobs

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.

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