



## ERM Programme Officer

Employment Term: **Fixed-Term (until 31 March 2020)**  
Level: **D1, National**  
Location: **Lashio (Norther Shan State) with frequent field visits to Kachin State**  
Closing Date: **24 April 2019**



**Oxfam is a global movement of people working together to end the injustice of poverty. That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.**

**We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.**

**All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)**

***Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.***

***Note:*** All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.

### The Role

**Oxfam in Myanmar is looking for ERM Program Officer.**

### Job Purpose

- To manage ERM project implementation with local partners in Kachin and Northern Shan State in Myanmar, ensuring its relevance to the local context and compliance with internal and external quality standards.
- To lead delivery of ERM grants to local partners in agreed protocol and timeline. This role will play to maintain/build good relationship and coordination mechanism with local partners including capacity building initiatives to ensure project delivers the qualitative outputs/outcomes in line with effective accountability systems to partner projects.



**Our role will require a range of skills and experience.**

### **Job Requirements**

#### *Essential*

- University degree in relevant fields (social science, development, management, etc)
- At least 3 years proven experience of managing development and/or disaster management programme.
- Proven experience in financial management and grant management
- Demonstrated commitment to humanitarian principles of humanity, neutrality, impartiality and independence
- Proven experience in programming work at grassroots level, especially experience in application of participatory approaches.
- Demonstrated facilitation/training skills
- Experience in identifying training needs and facilities training programmes
- Proven experience and ability to work with partners
- Good understanding and practical experience in application of equity issues (Gender and diversity)
- Ability to prioritise, problem-solved and meet agreed deadlines
- Ability to communicate effectively and to play an active internal and external influencing role
- Proven skills to work with others within teams and across teams and partners as well
- Strong written and spoken English and Myanmar
- Computer literacy and skills in Microsoft programmes such as Word, Excel, PowerPoint
- Willingness to travel (50% of total time) to project areas (especially Kachin State and Yangon)
- Willingness to work flexible hours

#### *Desirable*

- Strong experiences in humanitarian response works (Conflict & disaster)
- Experience and knowledge of emergency grant management/partner contracts/agreements
- Strong finance and operation background.
- A good understanding of the humanitarian context in Kachin and Northern Shan State.
- Strong experience in working with partnership and localization agenda.
- Experience and understanding of working within SPHERE, CoC, humanitarian principle, NGO/Red Cross Code of Conduct and accountability frameworks like HAP.

### **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](mailto: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

**To view the full job description please** click [here](#) (OR) Detail and complete job profile is available upon request.

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**Find out more about our pay & benefits, please click** [here](#)