



**Career Opportunity: Programme Officer (Durable Peace Program)
(Re-advertisement)**

The post is to be based in **Northern Shan with 20% travel to Myitkyina** 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 support the effective and quality implementation of the Durable Peace Programme (DPP) in Kachin State and Northern Shan. The Programme Officer will support Programme Manager and Programme Coordinator for the quality implementation of the programme with Sub Grantees in Northern Shan.

Level: National, D1

Employment term: Fixed – Term (1 year with possibility of extension)

Report to: Programme Coordinator

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:

Coordination and Program Support

- Support the Project Coordinator implementing Oxfam's components of the Durable Peace Programme and overall responsible for the Oxfam DPP components implemented in Northern Shan
- Assisting the Project Coordinator in selecting partners and establishing sub-granting mechanisms and partner agreements for Northern Shan in coordination with the Grants Officer
- Ensure all external visits are organized and well in relation to Oxfam's programming under DPP in Northern Shan (Ensure documents are in hand before any DPP trip)
- Assist in budget preparation and expense management activities for programs in coordination with the Programme Coordinator
- Consolidate monthly activity report for line government Ministry in coordination with the Programme Coordinator
- For Northern Shan, act as the primary focal point for Oxfam's DPP programming, including planning, implementation, monitoring and implementation
- Arrange external visits of donor, and other organizations, including Oxfam staff.
- Provide feedback to DPP Programme Coordinator and Programme Director in timely manner for all activities in Northern Shan, including reports of meetings, events or workshops
- Develop best practices to improve overall program performance, learning lessons from Programme implementation in Northern Shan and draw lessons for wider programme implementation
- Plan and execute program activities in Northern Shan in timely and accurate manner.

Monitoring, Evaluation and Learning

- Lead, organize and facilitate partner assessments as required, and coordinate related capacity building plans
- Collect updated program data and activities from partners. Identify issues, lessons learned and support partners if needed
- Encourage partner to assess successes, challenges and gaps
- Support Program MEAL activities including field visit
- Maintain partnership filing of all required documents e.g. Letter of Agreement, partner proposal, partner's reports, monthly report.
- Focal of DPP filing system for Northern Shan

Other

- Build a good team and work with team spirit and cooperation with partners and departments in Oxfam Kachin team, with sub-grantees in Northern Shan and with DPP partner organisations
- Provide support by undertaking any other additional functions as delegated by the manager and supervisor. Agreed security and contingency plan is developed and to be compliance by PO

SKILLS AND COMPETENCE:

Essential:

- At least 3 years' experience working in the community-based development and in sensitive contexts
- Significant knowledge and understanding, and experience in politically sensitive, conflict affected locations
- Demonstrable experience building relationships with partners and staff
- Proven experience in programming work at grassroots level, especially experience in application of participatory approaches.
- Good understanding and practical experience in application of equity issues (Gender and diversity)
- Knowledge and experience in managing the project cycle, including project planning, implementation, monitoring and evaluation
- Understanding of basic concepts of humanitarian and development work
- Good administration and information management skills
- Gender knowledge and promoting women leadership skill
- Excellent written and verbal communication skills
- Flexible work attitude to manage multiple priorities
- Willingness to learn and gain skills
- Good in spoken and written English
- Computer skills (familiarity with Microsoft Word, Excel)

Desirable:

- A willingness to travel.
- Experiences working with IDPs and vulnerable groups is an advantage
- Ability in speaking Shan languages is an advantage

Closing date: 13rd December 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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