Career Opportunity:  Programme Manager (Durable Peace Programme)

The post is to be based in Kachin and opened to National applicants 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 manage the effective and quality implementation of the Durable Peace Programme in Kachin State and provide leadership on downwards accountability. The Programme Manager will manage the Oxfam team based in Kachin and be responsible for the quality management of the programme. S/he will lead the programme from inception through closure focusing on programme and consortium monitoring, knowledge management, operations management and donor relations. S/he will ensure high level representation, coordination and advocacy in Myitkyina.

In its second phase, the DPP will implement a broad range of activities under five outcome areas, as follows:

1. To support greater community participation and influence in peace processes, particularly for women and youth;
2. To support the peace process through improving trust and reconciliation;
3. To link relief with rehabilitation and development by supporting improved education and livelihoods outcomes; and Local authorities and community structures are more receptive to community peace and development needs.

Level: C2, National

Employment term: Fixed-term, 12 months

Report to: Consortium Manager (Durable Peace Programme)

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:

Programme Management
- Produce operational plans and budget forecasting, including reporting and sign off planning
- Prepare communication with donor on budget changes in a timely manner
- Support programme teams in problem solving and in all operational issues that affect programme quality and timely delivery
- Provide regular programme updates and early alerts to Consortium Manager (CM)—to react early to potential issues
- Lead regular internal coordination and sharing meetings, and ensure that the consortium’s Kachin based teams work together and support one another
- Support knowledge management for programme learning and donor compliance
- Ensure compliance with donor contractual obligations and that all reporting is of good quality and is done in a timely manner

Operations Management
• Ensure accurate forecasts, timely release of grant funds and internal budget monitoring in compliance with Oxfam’s financial systems
• Lead the team through support and quality control of monthly budget vs. actuals reporting across Oxfam’s budget, the development of the monthly statement of accounts and checking/approving costs
• Oversee project updates in Oxfam systems

Monitoring, Evaluation, Accountability and Learning
• Lead on consortium monitoring including organising and chairing the Project Management Committee and supporting the CM on reporting to the Steering Committee
• Work closely with the Programme Advisors and CM to lead the quality development and implementation of MEAL processes
• Collaborative development of the processes and products of the MEAL processes
• Ensure strong gender and conflict analysis is embedded in the consortium’s ongoing programme risk analysis and adaptation
• Support the development of programme learning and reflection processes

Human Resources Management
• Lead on support and management of Kachin and Shan based DPP staff, lead on delegation of deliverables for staff in Kachin and Yangon
• Support the performance of Kachin-based staff through objective setting tailored to the closure period, regular performance review, managing feedbacks and regular monitor performance development plans
• Support the continual professional development of project staff, ensuring that appropriate support and development mechanisms are in place

SKILLS AND COMPETENCE:
• At least 3 years work experience in similar position(s)
• Demonstrable experience building relationships with partners and staff
• Experience working in politically sensitive, conflict affected locations
• Professional fluency in Kachin, Myanmar and English is essential
• Proven experience in programming work at grassroots level, especially experience in application of participatory approaches.
• Strong knowledge on Monitoring, Evaluation and Learning and report writing
• Demonstrated facilitation skills and experience in identifying training needs and leading training programmes
• Familiarity of conflict sensitive approaches and application of Do No Harm Methodologies
• Sound experience in resource management e.g. people, finances, assets.
• Good understanding and practical experience in application of equity issues (Gender and diversity)
• Familiarity with advocacy work at local and state level
• Ability to represent Oxfam externally, at UN/INGOs and government and national NGOs’ level coordination meetings, workshops etc.

Closing date: 18th May 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

Detail and complete job profile is available upon request.

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

Oxfam is committed to equal opportunities and diversity. We welcome and encourage applications from women, minority and underrepresented groups.


BRITAIN’S TOP EMPLOYERS 2008

© Oxford University Press 2009