

Vacancy Announcement

Ref: MAUK-VA-03/2019

Post	Programme Manager
Location	Sittwe, Rakhine State, Myanmar
Starting Date	As soon as possible
Duration of Assignment	One year with possible extension
Report to	Head of Programmes
Vacancy Opening Date	Wed, 23 rd January 2019
Vacancy Closing Date	Sunday, 3 rd February 2019

Who we are?

As part of the MA-UK's global operations, The MA-UK Myanmar Country office was established following the inter-communal violence in Rakhine State in 2012. Since then the country office has been providing support to communities in Myanmar that are affected by disasters, conflict or endemic poverty without regard to their social, religious, or ethnic background. MA-UK Myanmar is currently working in Rakhine State, Yangon, Mandalay Division, Shan State including most-recent expansion in Kachin and Chin State. The country office serves over 300 thousand people through our programs that include healthcare, maternal and child health and nutrition, sustainable livelihood and economy empowerment, water and sanitation, education and disaster risk reduction.

What you'll be doing:

We are looking to recruit an experienced and talented Programme Manager (PM) to manage and coordinate the effective and efficient development, implementation, monitoring, evaluation and reporting of all MA-UK Myanmar's programmes and projects, ensuring that these respond to current development and humanitarian trends. They will be responsible for ensuring the elaboration and implementation of the humanitarian response strategy, operational plans and Programme budget. They will be expected to raise organisational profile amongst all stakeholders and build positive working relationships in the country and abroad. The PM will be required to spend considerable time in the field leading, supporting and developing the project and programme teams.

Amongst other duties in this role you will:

- In coordination with technical Team, build the capacity of staff in key project management principles, tools and approaches and ensure that these new skills are utilized on the job.
- Prepare and implement fit for purpose periodic work plans and budgets, and assist the Head of

Programmes in developing and implementing country strategy and objectives.

- Effectively lead the programme team and coordinate between programmes/projects in order to develop, finalise and closely monitor programme work plans and budgets, ensuring that all activities are appropriately budgeted and that costs are kept within agreed budgets.
- Ensure the delivery of MA-UK Myanmar's country programme with demonstrable positive impact, ensuring that programmes meet overall quality and learning standards, and implementation is adapted promptly to security developments in the country.
- Work closely with the MEAL Manager to ensure robust monitoring and evaluation (M&E) activities are planned and undertaken as part of all programmes/project implementation, and that evidence of impact is documented and disseminated to relevant stakeholders.
- Work closely with the Head of Programmes to diversify funding sources for ongoing activities and new programmes through developing existing or new relationships with donors and other key partners.

Why you'll be hired

The ideal candidate will have:

- Relevant degree level education from recognized university in development, economics, agriculture, management, or any other relevant subject or demonstrable equivalent experience.
- Proven experience in leading, developing and implementing development and humanitarian programmes, in education, Livelihoods, Water-sanitation, DRR, child protection and climate change in Myanmar and/or in the region.
- Proven experience of leading, managing and supervising a diverse programme teams including distance management.
- Professional proficiency in written and spoken English with excellent interpersonal and communication skills

Please read the Job Specifications attached for full details on the requirements of the role.

Why you should apply:

This will be a challenging role with lots of autonomy working in a fast-paced and busy environment. If you have the drive and passion to be our Programmes Manager in Myanmar, then please send us your CV with a cover letter and submit them to hr@mauk-myanmar.org with email subject: Programmes Manager

Our office address: MAUK-Myanmar Country Office, No.73(A-1), Pyay Road, Dagon Township, Yangon, Myanmar
Phone: 01-225082

This role is an unaccompanied placement and relocation costs will be covered.

MA-UK Myanmar's recruitment and selection procedures reflect our commitment to the safety and protection of children and vulnerable adults in our care/employment. Successful candidates will be expected to undergo a background check (with your consent).