

VACANCY ANNOUNCEMENT

Partnership Coordinator

Ref No: MAUK-VA-027/2020



- Create and implement capacity assessment, risk analysis, mitigation and management plan for organisation (and/or not limiting to partners if required).
- Lead the development of tools, methods and curriculums for identifying capacity development needs of partner organisations.
- Develop training tools and provide the trainings to the partners or organise workshop (such as curriculum development, proposal writing, organisation management, programme quality, compliance, finance, logs system, safeguarding/PSEA policy, technical knowledge or skill needs etc).
- Work with program and support teams to develop appropriate structures and roles for partnership and sub-award/agreement management
- Independently lead regular project team meetings with the partner organization and ensure that action points are documented and shared with the team
- Develop necessary tools and SoPs for partner selection, management, and capacity development
- Support partners in coordination with other departments such as operation, finance, report and logs team.
- Support and ensure partners HR/Admin/Logs in place with job descriptions and applies with relevant policies that are available.
- Finance expenses of partners are regularly monitored and that action plans are developed to correct any over- or underspending in a timely manner.
- Ensure partners submitting the relevant reports needed on time
- Inform any issues of non-compliance and assure compliance with relevant MA-UK standards and procedures
- Provide regular updates to Head of Programmes, Head of Operations and Senior Management Team (SMT)

Programme Quality

- Share methods, approaches and tools with colleagues across the region, and contribute toward MA-UK Myanmar's response strategy by ensuring programmatic coherence, innovation and responsiveness.
- Propose and implement capacity building activities aimed at enhancing skills of National Teams.
- Provide technical support to program teams consistent with international and national standards and ensure that program design and implementation creates no harm with the partners, in the communities, promotes human rights and has positive impact.
- Support and train staff on partnership and sub-award/agreement management
- Provide support and recommendations for delivering of service in line with MA-UK policies.
- Support reporting and communications to ensure that partners activities are well documented, and that the institutional memory of MA-UK is preserved.

Monitoring, Evaluation and Accountability.

- Working closely with MEAL team to include the participation of partners in stages of the project cycle wherever possible and appropriate.