



Career Opportunity: Township Planning Programme Manager

This position is to be based in **Yangon** with **traveling to Mawlamying** and opened for **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 programmes 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 programmes. Now we're looking for yours.

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|-------------------------|--|
| Level: | C2, National |
| Employment term: | Fixed – Term (until 31 December 2019) |
| Report to: | Director of Governance and Programme Quality |
| 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:

- Develop and monitor activity plans and timelines; and ensuring that this is in line with Oxfam systems and donor guidelines
- Recruitment of local staff, and management of the performance of all staffs in line with Oxfam policies, ensuring that they are well supported, led and evaluated against agreed objectives, ensuring that they have the necessary induction, training and support as required.
- Prepare township programme progress and financial report against work plan and budget timely and donor formats (as required)
- Support the team to ensure the programme is in line with the relevant strategic priorities.
- Ensuring that the programme is accountable and is implemented in a consultative, participative, inclusive, and gender sensitive way.
- Ensuring staff safety and security procedures are in place and implemented, as appropriate.
- Facilitate/participate in regular programme monitoring, prepare monitoring report
- Ensuring the implementation of appropriate logistics, human resources and financial controls for the programme
- Ensuring that all work is carried out in a way that is sensitive to community needs and gender issues. In particular to promote the full and equal participation of women in all aspects of the work.
- Representing Oxfam to government officials, UN agencies and other NGO staff as appropriate in township level. Identify, engage and coordinate with and provide regular updates to collaborating local authority departments.
- Maintain and develop positive relations with government officials, UN agencies and other NGO staff as appropriate township level and regional level if necessary.

SKILLS AND COMPETENCE:

- Master degree in relevant governance and/or development area with 2 years experience in programme management **OR** Bachelor degree with 5 years experience in the Myanmar context
- Significant financial and staff management experience;
- Experience of facilitating constructive engagement between government and people/CSOs, with a strong understanding of the role of policy dialogue in governance reforms;

- Well developed analytical skills demonstrated by research/report writing in areas relevant to democratic local governance and experience or knowledge of international democratic governance, local governance and civic engagement initiatives;
- Management experience of mentoring, training programme design & delivery and significant curriculum development experience in the Myanmar context;
- Professional Experience in Social Accountability and Civic Engagement in Public sector management particularly local governance and participatory planning and monitoring.
- Deep Knowledge of Myanmar context including contested areas, EAOs and their current and potential role in local governance processes;
- English Fluency – Myanmar languages a strong advantage

Closing date: 30th June 2017, 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.

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