

VACANCY ANNOUNCEMENT

Post Name: International Programme Manager,
Denmark-Myanmar Programme on Rule of Law and Human Rights
Post base: Yangon
Supervisor: Team Leader

INTRODUCTION

The **Denmark-Myanmar Programme on Rule of Law and Human Rights (2016-2020)** supports the Union Attorney General's Office, the Office of the Supreme Court of the Union, lawyers, CSOs as well as the law departments of Dagon and East Yangon Universities in strengthening capacities on core aspects of rule of law and human rights and supporting reform in relevant areas. The programme which has a total grant of DKK 70 million (approximately USD 10 million) is based on participatory approaches supporting partners to identify their own needs and priorities and taking lead in implementation of activities.

The governance of the programme is based on joint decision-making with partners through co-chaired Steering Committees. The programme is part of the Denmark-Myanmar Country Programme (2016-2020) endorsed by a bilateral government-to-government agreement between Myanmar and Denmark as well as MoUs with all key stakeholders. A Joint Venture comprised of the International Commission of Jurists (lead agency) and the Danish Institute for Human Rights has been contracted to provide technical assistance to the programme through a team of experts supporting implementation. It works in close dialogue with the Embassy of Denmark.

The Joint Venture (JV) is seeking an **International Programme Manager** to join the team implementing the Denmark-Myanmar Programme. The position will be responsible for ensuring overall management of the programme and for the timely implementation of agreed work plans in line with applicable procedures. The incumbent is, in close cooperation with an International Finance Officer, also responsible for providing guidance and programmatic support to the team of technical legal experts, and for ensuring compliance with all terms of the service contract signed with the Embassy of Denmark, particularly in the areas of monitoring, review, financial management and reporting on results.

S/he will be part of a team of 13 international and local experts who work closely together on programme implementation.

The position will be contracted by the International Commission of Jurists.

The ideal candidate will have several years of programme management experience in development programmes, ideally in the justice / governance sectors.

The position is based in Yangon, and the successful candidate will be expected to travel infrequently to support the Joint Venture technical team with planning and implementing activities with partners.

RESPONSIBILITIES

The International Programme Manager has the following responsibilities:

- Support the JVs team of technical experts so that agreed workplans are implemented on time and within budget.
- Have financial authority for the expenditures of the Programme, and ensure that all contractual and compliance requirements are adhered to.
- Coordinate the annual work-planning and budgeting process, with the technical experts and partners.
- Coordinate the Joint Venture's role as Secretariat of the bi-annual Steering Committees.
- Liaise closely with the Embassy of Denmark on all relevant implementation, contractual and compliance issues.
- Ensure appropriate tools and processes are utilised in order to manage programme implementation.
- Ensure appropriate monitoring and evaluation tools are used in order to evidence results in accordance with the results framework, and demonstrate learning.
- Prepare bi-annual progress reports, with the support of the technical experts.
- Supervise the Joint Venture's finance and administration team.
- Oversee recruitment processes to ensure that appropriately skilled national staff are recruited and retained.
- Coordinate the annual Quality Assurance visit and audit.
- In conjunction with the International Finance Officer, ensure that all expenditure, contracting and procurement is in line with the Programme's Procurement and Finance Manual.
- Coordinate with other justice sector actors and programmes as necessary.
- Look for synergies and opportunities to link different programme outputs through the life of the programme.
- Contribute to developing an innovative approach to capacity building which drives evidenced-based results.
- Help promote a programme which remains responsive to the evolving and dynamic political and legal context in Myanmar.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- Relevant university degree, preferably a post-graduate degree.
- At least five years of relevant professional experience in programme coordination and management functions in a developing country context.
- Relevant experience from a justice sector / rule of law / human rights / governance programme would be an advantage.
- Experience with project cycle management, including planning/budgeting, monitoring, reporting.
- Significant experience with financial management, managing budgets, drafting ToRs and contracts, procurement, human resource management etc.
- Good understanding of results-based programming and management, including the logical framework approach and other monitoring, evaluation and learning tools.
- Relevant experience from Asia, in particular Myanmar, is a distinct advantage.

Essential skills

- Advanced programme management skills
- Relationship building skills
- Proven communication and listening skills
- Excellent English language skills
- Excellent interpersonal skills and ability to work as part of a multi-cultural team
- Openness and flexibility, capacity to adapt to changing priorities and needs
- Willingness to travel

The contract is based on a policy of equal opportunities and offers a competitive salary package.

APPLICATIONS close on January 31, 2018 and should be addressed with a cover letter, resume, writing sample and names of at least 2 references to:

Ref: International Programme Manager, Myanmar

By email:

asia-recruitment@icj.org

Please appreciate that due to the volume of applications only short-listed candidates will be contacted. We cannot answer phone enquiries. We thank you for your understanding.