

SWISSAID is an international NGO that works in partnership with local development organizations, networks and communities in their initiatives in the fields of Civil Society Strengthening; Food Sovereignty and Sustainable Livelihoods; and Gender Equality and Women's Empowerment. We are currently working in Kachin State and Shan State.

Vacancy Announcement

Job Title: Senior Program Coordinator
Duty Station: Yangon, with frequent travel to Shan and Kachin States
Duration: 2 years, with possibility of extension.
Reports to: Country Representative

Job Summary

This is a senior management position in the SWISSAID Myanmar team. The overall scope of the position includes:

- Strategic management of the Myanmar Country Program as a member of the Management Committee.
- Oversight program management of the Shan State Program & Ecological Farming sectoral Program.
- Proactive program development (consisting of multiple projects and partnerships), as required by the changing context / SWISSAID strategy.
- Developing and ensuring implementation of program management, monitoring, learning and reporting systems.
- Representation of the Myanmar Program to National and State level Government, partners, donors and other external stakeholders.
- Development and implementation of advocacy initiatives
- Public Relations, information work and fundraising.
- Staff line management responsibilities for a Program team based in Yangon and the Shan State Program Coordinator based in Taunggyi.

Duties and Responsibilities

1. Strategic Development and Management of SWISSAID's country program

- Strategic management of the overall country program as a member of the Management Committee.
- Identifies and assesses new potential partner organisations and networks.
- Represents SWISSAID in meetings with external stakeholders (national and state level government, donors, civil society etc.) and with external networks.

2. Program management

Through the line management of a team of Program staff and direct relations with partner organisations, the Senior Program Coordinator is responsible for ensuring the effective development and delivery of programs and partnerships.

- Ensures that effective accompaniment and mentoring support is provided for partners, in the areas of project design, planning, monitoring and management of livelihoods projects.
- Ensures that the priority organizational development and capacity-building priorities of partner organizations have been identified and supported as planned.
- Ensures that projects meet SWISSAID and donor quality management procedures, policies and principles.
- Ensures that the Program builds and maintains effective relationships with partner organisations.

3. Staff Management

- Oversees the work of the Yangon-based Program team and Shan State Program

Coordinator.

- Ensures that staff are given opportunities for development and training.

4. Advocacy

- Engages in advocacy activities, indirectly through partner organizations or directly by SWISSAID.
- Fosters and participates in advocacy networks on thematic priorities of the SWISSAID country program.

5. Public Relation, information work and fundraising

- Engages with in-country donors.
- Produces fund raising and communication materials.
- Ensures the production of good quality donor and government reports.

Skills and Competencies

- At least 5 years relevant work experience including at least 2 years' program management experience.
- Experience of managing or implementing projects related to Food Security and Livelihoods.
- Proven experience in results-based project management including developing and implementing monitoring, evaluation and learning systems.
- Proven analytical skills and ability to think strategically for program development and implementation.
- Ability to work with others to turn strategy into action, and communicating and influencing this to a wider audience.
- Proven decision making capability and ability to work independently and on own initiative.
- Excellent interpersonal skills and able to liaise and influence a variety of key stakeholders.
- Excellent people management skills, including challenging, motivating and developing a team.
- Willingness to travel frequently to remote areas.
- Computer literacy.
- Fluency in written and spoken English and Myanmar language.
- Strong commitment for justice and the rights of marginalized people.

Submission of Applications

Qualified candidates should submit an application letter (maximum 2 pages) and a detailed C.V not later than **Tuesday 31st January 2017.**

Your application letter should include:

- Reason for interest in the position
- Relevant experience
- Your salary expectation

Applications can be submitted by email or to the address below.

SWISSAID Myanmar Country Office, 70, Shwe Yadana Street, Ward 1, Kamayut Township, Yangon. Phone: 01-539 639, 01-516 276

Applications can be submitted by email to: swissaid.myanmar@gmail.com *Please state in the email subject line that your application is for the Senior Program Coordinator position.*

Our apologies, but only candidates short-listed for interview will be contacted.