



PAUNG KU VACANCY ANNOUNCEMENT

Paung Ku is a local non-profit organization, established in 2007 by a consortium of international and local agencies and registered as an independent Myanmar NGO in 2014.

Paung Ku's central goal is *a Myanmar with civil society that is able to drive forward positive social change*. For Paung Ku, this means *pro-poor, equitable and environmentally sustainable development, peace, social justice and human rights*. Paung Ku supports civil society initiatives with grants, mentoring, and facilitating access to technical support and other stakeholders.

Through its six regional teams in three offices, Paung Ku and its partners seek to address important issues affecting their communities and country, including community development and service delivery; peace, social justice and human rights; land, responsible investment and environmental protection; and democratization and good governance.

Paung Ku is now seeking a qualified and motivated individual for the position of Programme Manager (M&L) for its Yangon office.

JOB DESCRIPTION

Job Title:	Programme Manager (Monitoring and Learning)
Grade:	7
No of position	1
Place of work:	Yangon
Reports to:	Executive Director
Staff reporting to this position:	Programme Coordinator (Monitoring and Learning), Monitoring and Learning Mentor

I. JOB PURPOSE

To lead efforts to mobilize resources, to manage monitoring, reporting and learning activities to ensure regular and efficient communication within Paung Ku and between Paung Ku and external audiences (civil society, donors, development actors), and to support the strategic development of the programme as part of the Senior Management Team. The Programme Manager (ML) will work closely with the Programme Manager (Operations) and Advisor to ensure synergy between operations, resource mobilisation and monitoring and learning activities.

II. KEY ACCOUNTABILITIES

Strategic Direction

- Stay abreast of civil society developments and issues relevant for the Paung Ku programme and contribute to the overall strategic development of the organisation's goals and objectives.
- Analyse the national context and provide guidance so that the Paung Ku programme remains

relevant to the needs of civil society organisations.

Monitoring and Learning Systems

- Manage the monitoring and learning team providing oversight over data collection, database management and donor reporting.
- Oversee and update Paung Ku monitoring and learning tools in line with PK approaches and in consultation with programme teams, including: updates to tools and approaches such as templates, databases and formats; documentation of rationale for updates, changes and approaches.
- Manage facilitation of inputs from programme teams for proposed updates to Paung Ku tools and communicate those updates with teams
- Manage internal reporting processes including coordination with Senior Programme Coordinators (SPC) to ensure timely monthly and quarterly reporting by programme teams
- Coordinate with SPCs to provide regular feedback to programme teams on reporting, and to develop and carry out targeted activities to support M&L strengthening for all program team members

Documentation and reporting

- Manage documentation and reporting for communication within Paung Ku
- Manage publications and communication products, including Paung Ku publications, website, social media, joint reports and translation of resources.
- Support learning, reflection and evaluation processes as required including preparation and response to external evaluations
- Develop studies and research on specific topics and issues relevant for civil society as the need arises including learning papers and case studies
- Collate management issues and other significant points of interest for programme monthly and quarterly reports for discussion with the Senior Management Team
- Collate and share of outputs from team quarterly reflection sessions in All Staff meetings and Paung Ku quarterly reports
- Manage preparation and dissemination of donor reports (Quarterly Report; Annual Report; other reports) including by drafting, editing and contributing to report development

Donor Compliance for Monitoring and Learning

- Ensure programme team compliance with key reporting targets (particularly for review-iCAT and pCAT capacity assessments)
- Provide oversight to ensure monitoring and learning systems are aligned with donor compliance requirements, including through monitoring and learning inputs to donor proposals and contracts

III. SKILLS AND EXPERIENCE

Person specification

- Masters Degree in social science, development or related field
- 8-10 years experience of steadily increasing seniority/level of responsibility, including at least three years in working with civil society organisations
- Demonstrated skills, experience, and knowledge in monitoring and learning
- Familiarity in working with development donors
- Ability to analyse information, evaluate options and to think, plan and respond strategically.
- Ability to document and submit concise reports capturing key issues needed to inform programming
- Interest in issues of social justice, environment or governance issues
- Excellent interpersonal, communication and presentation skills.

- Good personal organisational skills, including time management, and ability to meet deadlines and work under pressure
- Fluency in written and spoken English and Myanmar
- Ability and willingness to travel as assigned

Interested and qualified candidates are requested to send an Application Letter and Curriculum Vitae to: No.52, Thirimigalar Yeikthar (2)Street, Kamayut Tsp, Yangon. Email address: contact@paungkumyanmar.org ,not later than 5 P.M, 30th September, 2019 (Monday). No requirement of photo or copy of certificates and only short listed candidates will be contacted.