



PAUNG KU JOB DESCRIPTION

Job Title:	Programme Manager (Operations)
Grade:	7
Place of work:	Yangon
Reports to:	Executive Director
Staff reporting to this position:	Senior Programme Coordinators

I. JOB PURPOSE

To manage implementation of the Paung Ku programme through the Paung Ku programme teams, to coordinate with other Paung Ku teams (Finance, Admin) for overall functioning of the programme, and to support the strategic development of the programme as part of the Senior Management Team. The Programme Manager (Operations) will work closely with the Programme Manager (Monitoring and Learning) to ensure synergy between operations, resource mobilisation and monitoring and learning activities.

II. KEY ACCOUNTABILITIES

Strategic Direction

1. 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
2. Analyse the national context and provide guidance so that the Paung Ku programme remains relevant to the needs of civil society organisations.
3. Lead the preparation of the overall Paung Ku multi-year strategic framework
4. Review and make recommendations on structure and staffing of the programme, with the view of maintaining effective and efficient use of resources to achieve the overall Paung Ku strategic directions

Programme Management

5. Lead the Paung Ku programme team providing management oversight for recruitment, supervision and support for all Paung Ku teams in collaboration with Senior Programme Coordinators and Programme Coordinators
6. Coordinate preparation and review of annual and quarterly workplans and budgets in accordance with overall strategic framework and donor grant obligations
7. Coordinate implementation of project activities by Paung Ku programme teams ensuring programmatic and financial accountability in use of funds and achievement of planned targets in accordance with workplans
8. Develop and support Paung Ku teams to implement guidelines for Paung Ku's programme for civil society strengthening, including management of Paung Ku partner grants, mentoring, learning platforms and networking activities
9. Identify and support access to learning opportunities for Paung Ku staff and partners on emerging issues as required

10. Act as primary budget holder for the whole Paung Ku programme
11. Delegate budgets to Paung Ku programme teams in accordance with quarterly workplans and budgets; monitor expenditures and reallocate budgets as required based on available funding, spend rates and CSO needs in different regions
12. In collaboration with the Programme Manager (M&L), develop donor proposals to respond to emerging needs of civil society and the Paung Ku programme
13. In collaboration with the Programme Manager (M&L) and Finance and Admin Manager, support teams to ensure donor compliance for use of funds

Communications

14. Maintain good relations with and represent the programme to partner organisations, government, donor agencies, and other NGOs
15. Support preparation of Paung Ku quarterly and annual reports to ensure appropriate and representative reporting of Paung Ku programme activities
16. Organise Paung Ku forums and meetings to share lessons among program partners and others as appropriate and
17. Support Paung Ku's sharing of lessons learned nationally and internationally
18. Participate in external forums and meetings as required
19. Lead development of promotional materials about the programme to ensure that high quality, accessible information about the program is available for internal and external audiences

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 project management including financial management and budgetary control
- 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
- Familiarity in working with development donors
- 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.