



## **PAUNG KU JOB DESCRIPTION**

<b>Job Title:</b>	Senior Programme Coordinator
<b>Grade:</b>	6
<b>Place of work:</b>	Yangon.
<b>Reports to:</b>	Programme Manager
<b>Staff reporting to this position:</b>	Programme Coordinators Finance and Admin Assistants

### **I. JOB PURPOSE**

To manage the functions and implementation of the activities of the assigned field teams, to coordinate with other Paung Ku field teams and to support the strategic development of the programme as part of the Senior Management Team.

### **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. Establish and maintain linkages with civil society actors and other stakeholders including media for the assigned regions
3. Analyse the local context and ensure that the Paung Ku programme remains relevant to the needs of civil society organisations.
4. Coordinate efforts with other stakeholders to increase effectiveness and impact of Paung Ku's programme.

#### **Programme Management and Coordination**

5. Supervise Programme Coordinators in implementation of strategies and achievement of targets for civil society capacity building in line with Paung Ku strategic directions
6. Oversee Programme Coordinators in preparing assigned team quarterly workplans and budgets in accordance with overall strategic directions
7. Facilitate teams in quarterly reflection exercises and preparation of quarterly team reports
8. Coordinate sharing of progress, experience, opportunities and constraints among assigned teams and with other Paung Ku teams
9. Coordinate capacity building plans and activities for civil society organisations in assigned regions
10. Contribute to overall Paung Ku management as part of the Senior Management Team

### **Field Office Management (for those assigned in field offices)**

11. Provide overall management of field offices including administrative, financial, IT and other project management tasks.
12. Manage and monitor the field office expenses for field office management costs.

### **Budget management**

13. Act as budget holder for the assigned teams and field office costs and monitor expenditures against allocated budgets
14. Review monthly fund requests from field teams and submit consolidated request to Programme Manager and finance team within approved quarterly workplans and budgets
15. Authorise expenditures within the delegated budget ensuring compliance with donor requirements and Paung Ku policies and procedures.

### **Programme Planning and Review**

16. Support and document quarterly team review meetings in accordance with Paung Ku guidelines.
17. Participate in quarterly all Paung Ku review meetings contributing insights and developments from the team's assigned areas.
18. Participate in Paung Ku annual planning meetings to shape annual workplans and budgets

### **Monitoring and Learning**

19. Support Paung Ku staff and partners in documentation, monitoring and learning.
20. Review monthly team reports submitted by Programme Coordinators before forwarding to Programme Manager and M&L team
21. Support teams in preparing quarterly team reflection reports
22. Contribute to overall Paung Ku learning through highlighting case studies and lessons learnt.
23. Support the Monitoring and Learning team in strengthening Paung Ku monitoring & learning systems.

### **Others**

24. Carry out other relevant tasks as assigned by supervisor.

## **III. SKILLS AND EXPERIENCE**

### **Person specification**

- Bachelor's degree in social science, development or related field
- Minimum 6-8 years work experience, with at least 3 years in working with civil society organisations
- Strong interest in issues of social justice, environment or governance issues
- Strong management skills including personnel and budget management
- Familiarity with Myanmar legal and policy framework and experience in advocacy activities
- Ability to undertake situation analysis and support civil society to develop initiatives to respond to emerging issues
- Experience in networking and building relationships with other stakeholder from government, international and local NGOs
- Ability to document and submit concise reports capturing key issues needed to inform programming
- Excellent interpersonal, communication and presentation skills, including good level of written and spoken English and Myanmar

- Good personal organisational skills, including time management, and ability to meet deadlines and work under pressure
- Ability and willingness to travel very frequently including to remote areas

*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](mailto:contact@paungkumyanmar.org) , not later than 5 P.M, 13<sup>th</sup> September, 2019. (Friday). No requirement of photo or copy of certificates and only short-listed candidates will be contacted*