



Career Opportunity: Programme Director

The post is to be based in Yangon and opened to Myanmar National and Advertised nationwide.

Oxfam is a leading International NGO with a worldwide reputation for excellence and over 70 years of experience. Our humanitarian, development and campaigning projects change lives around the world, and with the right support, we can beat poverty and injustice. Thousands of people already commit their time and talents to our campaigning, humanitarian and long-term development projects. Now we're looking for yours.

The role: Within Myanmar, Oxfam works on humanitarian response and resilience (with a focus on localisation); economic justice; social accountability and governance. We currently work with more than 40 partners, with a strong focus in areas of the country affected by conflict and fragility. Although programmes are currently implemented in many states and regions (Kayin, Kayah, Shan, Mon, Ayeyarwaddy) the largest programmatic footprint is in Rakhine and Kachin States.

This is a new position within the Myanmar team. The Programme Director will be primarily responsible for high quality programme management and implementation of all Oxfam programmes and projects in Myanmar, as well as effective coordination between programmes. S/he must ensure that programmes deliver impact, have clear influencing strategies, and fully implement cross-cutting themes of conflict sensitivity, gender and governance & participation. The position reports to the Country Director and is a member of the Myanmar Leadership Team. For overall programme quality and impact, the Programme Director will need to work very closely with: Director of Programme Strategy and Impact who manages technical, advisory and MEAL positions and the Director of Advocacy & Communication; For compliance, risk management and effective people management, s/he will need to work closely with the Director of Operations and the HR Manager.

Level: National, B2

Employment term: Fixed – Term (2 years)

Report to: OI Country Director

Staff reporting to this post: All Programme Managers – currently this includes the managers for the following programmes: Responsible Investment; Water Governance; Land and Livelihoods; Governance & Social Accountability; Durable Peace Programme; Humanitarian WASH; Resilience and Localisation. The exact positions reporting directly to the Programme Director will change over time as the exact nature of the programme portfolio changes.

What we offer: Respectful and empowered working environment, Life insurance, Medical+ dental + optical benefits, Competitive salary and Career advancement opportunities, Generous leave entitlement

KEY RESPONSIBILITIES:

- Provide strategic and operational leadership for the programme team as part of the Country Leadership Team
- Work closely with the Programme Strategy and Impact Director to ensure programme learning is reflected in all stages of design and programme development in Myanmar including regional or global programmes
- Ensure close collaboration with Director of Programme Strategy and Impact, Director of Operations, Country HR Manager and Director of Advocacy and Communications to promote 'One Programme', and integrate strong analysis (power, political economy, gender, resilience, fragility and conflict) in all programmes
- Managing relationships with partners (national and international NGOs), play a lead role in INGO networking in Myanmar together with OI Country Director
- Coordination and representational work within the wider development and humanitarian community in Myanmar – this requires a high level of engagement in numerous coordination bodies, platforms, committees, workshops and external meetings
- Manage the Programme Managers, including performance management, providing coaching, support, advice and guidance where needed. Lead on recruitment for new programme staff as and when required.
- Ensure programme staff are efficient, effective and managed in accordance with Oxfam's Oxfam HR policies, demonstrating high standards of accountability and transparency.
- Ensure high quality project and budget planning and management of all projects and programmes – including regular planning, budgeting and review meetings with project leads / programme units. Monitor budget variances, providing justification for significant variances and budget revisions where necessary.
- Lead all Oxfam programme implementation including regional or global programmes and emergency Humanitarian Response
- Contributes to collective management at top level with collaborative and matrix ways of working, specifically with field offices.
- Lead the management of Oxfam staff, volunteers and consultants/service providers effectively, using corporate systems and ensuring competencies are equal to the programme's demands
- Contribute to multi-country, consortium, regional and global programme learning, policy development, advocacy, etc
- Make sure that donor reports are of high quality and on time
- Ensure effective cooperation and collaboration between the Programme Team and other functional units - with relevant Technical Advisors and Programme Quality for programme impact and quality; and with Operations staff for effective compliance and risk management. Quickly identify potential problems / blockages and work with colleagues to remove blockages wherever possible.
- Ensure the effective implementation of cross-cutting themes – conflict sensitivity, gender, governance & participation – across all projects and programmes, with common approaches being used where possible and relevant.
- Maximise opportunities for programmatic coherence and synergy. So much as possible, ensure effective coordination between programmes, particularly those operating in the same geographic areas
- Collaborate closely with Advocacy and Communications, developing joint influencing plans and strategies, and ensuring efficient information flows.
- Ensure all Oxfam policies in relation to safeguarding, fraud management and security are fully understood and implemented at all times.
- Ensure that partnerships are of high quality and that programme staff are working within the spirit of Oxfam partnership principles.
- Build effective networks and relationships – with both external and internal – Oxfam regional or Global, Oxfam affiliates, partners, donors, other NGOs, government, other stakeholders - and represent the Oxfam in Myanmar programme
- Ensure and Lead regular meetings with partners and visit all Oxfam programmes and projects in the field regularly, ensuring that projects are adapting and responding effectively to the context.
- In the event of a new emergency, lead the Emergency Management Response Team.
- Be an active member of the Myanmar Leadership Team, working collaboratively and constructive with fellow senior managers. Fill the role of Acting Country Director when required

SKILLS AND COMPETENCE:

Job Specific

- Significant senior programme management experience (at least 7 years) at country level, with experience in fragile and conflict affected contexts. High level of comfort with, and experience in adaptive programme management essential.

- Thematic experience in at least two of Oxfam's three main areas of programmatic focus: humanitarian & resilience; governance & social accountability; economic justice. Familiarity with the humanitarian-development-peace nexus a definite advantage.
- Proven experience in the implementation of cross-cutting themes of gender, conflict sensitivity and governance & participation.
- Proven ability to manage diverse teams, creating a sense of trust, empowerment and professional growth.
- Must be able to balance the need for strategic focus and impact, with a high level of attention to detail – must be able to develop and manage detailed plans and budgets in accordance with contractual requirements, while managing the overall strategy.
- Strong commitment to gender equality and high level of personal awareness and sensitivity to gender issues.
- Highly developed analytical and problem solving skills.
- High level of reporting skill
- Behavioural role model for others, demonstrating Oxfam core values of empowerment, inclusiveness and accountability.
- Excellent communication skills with partners and proven ability to work effectively with national partner organisations.
- Must be able to work effectively across functional units and to support colleagues to work effectively across functional units.

Closing date: 14 January 2019, 5:00 PM

How to apply: Please state the position applied for in the email subject line and send CV and cover letter to Human Resources Department through myanmarhr@oxfam.org.uk

(OR)

Oxfam office, No. 34, Corner of Aung Taw Mu Street and Golden Hill Avenue Street, Golden Valley Ward 2, Bahan Township, Yangon, Myanmar.
Phone: +95 (0)1 539986, 539987, 539958, 539189 and 504918

We regret that only short-listed applicants will be contacted.

Please note: Oxfam will never ask for any payment at any stage of recruitment.
https://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam-gb?cid=rdt_jobs

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.

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