



Career Opportunity: **Project Coordinator (WASH Innovation)**

The post is to be based in **Myitkyina** and opened to **Myanmar Nationals** and advertised Nationwide.

Oxfam is a leading International NGO with a worldwide reputation for excellence and over 70 years of experience. It's not unfortunate that people live in poverty. With enough wealth in this world to go around it's unjustifiable. It's not just their problem. It's ours too. 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:	To support the effectiveness and quality implementation of its project through coordination with local authorities (especially Municipal department) and local partners to support the desludging service providers in Myitkyina township of Kachin State.
Level:	National, C2
Employment term:	Fixed – Term (1 year)
Report to:	Kachin Area Manager and matrix managed by Humanitarian Programme Coordinator in Yangon
Staff reporting to this post:	WASH officer (TBC)
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:

Advocacy

- Advocate and influence key issues related to this project in coordination meetings – particularly with respective government bodies (Municipal, TDAC) and UNICEF, WASH Cluster, etc.

Project management

- Lead the implementation of this project and implement the strategy with partners and respected government department (Municipal Department)
- Ensure the project has a strong analytical base, including policy analysis for programme design and influencing.
- Be responsible for budget management, ensuring financial monitoring in compliance with Oxfam financial systems
- Be responsible for the monitoring and documentation of the project activities according to project plan with specific indicators and tools, providing evidence of change, quality, accountability and learning
- Lead to provide timely report to Kachin Area Manager and HPM in Yangon for progress updates and any other relevant information on humanitarian context changes in Kachin
- Lead timely, quality and accurate narrative report financial report related to this project according to donor's reporting schedule.
- Be responsible to have a regular update to donor and Oxfam management team as required.
- Lead on and facilitate the meeting with the desludging service providers and government department (Municipal)
- Manage staff performance and ensuring that they are well supported whilst following the proper implementation of appropriate HR procedures, financial and logistics, controls and ensure adherence to Oxfam mandatory procedures;
- Ensure that project is implemented in a cost effective, consultative, participative and gender sensitive way.

Representation and Coordination

- Lead the coordination meetings with the desludging service providers and respective government department (Municipal)
- Responsible to re-start and lead the WASH cluster 'Desludging Technical Working Group', in collaboration with the cluster and municipal government.
- Represent and influence in meetings related desludging works– particularly with UNICEF, WASH Cluster etc.
- Provide regular programme updates and early alerts to Kachin Area Manager and HPM to react early to potential issues of its project
- Be responsible to arrange relevant monitoring visits of Oxfam management and technical staff, donors and other external expertise if required.

Humanitarian Programme Quality and Learning

- Ensure that project implementation is adhered to and promotes internal and international humanitarian standards, procedures and guidelines
- Ensure that women's rights are at the heart of all humanitarian work undertaken by Oxfam and partners
- In coordination with Kachin Area Manager, HPM, in-country colleagues and partners, coordinate and facilitate project learning and reviews events
- Share and document best practises ensuring that the strategy is implemented to the highest quality standards and is integrated with other sectoral interventions in the programme.
- Carry monitoring visits and evaluations - looking at needs from an holistic manner – share findings with Kachin Area Manager and HPM

People Management:

- Ensure in Performance Management, including objective setting, performance review, upward feedback and personal development plans.
- Manage project team (WASH Officer)

General:

- Be an active member of Oxfam's team; participate in appropriate staff meetings and planning sessions.
- Deputise for the Kachin Area Manager as required

SKILLS AND COMPETENCE:

Essential

- At least 5 years proven experience of working with the government of Myanmar, ideally municipalities or DRD, and with demonstrated experience in WASH sector.
- University degree in relevant fields (engineering, social science, development, management, etc).
- Excellent representational and communication skills, with a proven ability to coordinate with and influence others. This includes diplomacy and good interpersonal skills.
- Proven experience and ability to work with partners and government departments
- Sound experience in resource management e.g. people, finances, assets.
- Familiarity of conflict sensitive approaches and application of Do No Harm Methodologies
- Ability to prioritise, problem-solved and excellent spoken and written English to be able to develop high quality donor's reports
- Strong written and spoken English and Myanmar
- Computer literacy
- Sound judgement on local context with high cultural sensitivity
- Excellent team work skills and the ability to lead a motivated and well equipped team and maintain good relations both internally and externally
- The post holder should be able to demonstrate a good understanding of basic sanitation concepts
- Strong analytical, planning and prioritisation skills – with ability to work independently with initiative and a capacity to remain calm under pressure and not lose sight of strategic priorities.
- Experience in monitoring and evaluation of project's outcomes
- The ability to motivate, facilitate and influence the work of teams/colleagues.
- Demonstrated experience of integrating gender and diversity issues into project. This includes sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts and committed to Equal Opportunities (e.g. gender, race, disability).

Desirable

- Strong knowledge on WASH project_ desludging works in humanitarian context
- Practical knowledge of donor's guidelines for reporting
- Experiences in project management
- Experience in working with the partners, private sectors, INGO/UN agencies and government departments
- Willingness to work in flexible hours

Closing date: 18 October 2017, 5:00 PM

How to apply: Please state applied position in 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

Detail and complete job profile is available upon request.

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

Oxfam is committed to equal opportunities and diversity. We welcome and encourage applications from women, minority and underrepresented groups.

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