

## VACANCY ANNOUNCEMENT

Post Name: International Programme Manager (Operations)  
Denmark-Myanmar Programme on Rule of Law and Human Rights  
Post base: Yangon  
Supervisor: Team Leader

### INTRODUCTION

The **Denmark-Myanmar Programme on Rule of Law and Human Rights (2016-2020)** supports the Union Attorney General's Office, the Office of the Supreme Court of the Union, lawyers, CSOs as well as the law departments of Dagon and East Yangon Universities in strengthening capacities on core aspects of rule of law and human rights and supporting reform in relevant areas. The programme which has a total grant of DKK 70 million (approximately USD 10 million) is based on participatory approaches supporting partners to identify their own needs and priorities and taking lead in implementation of activities.

The governance of the programme is based on joint decision-making with partners through co-chaired Steering Committees. The programme is part of the Denmark-Myanmar Country Programme (2016-2020) endorsed by a bilateral government-to-government agreement between Myanmar and Denmark as well as MoUs with all key stakeholders. A Joint Venture comprised of the International Commission of Jurists (lead agency) and the Danish Institute for Human Rights has been contracted to provide technical assistance to the programme through a team of experts supporting implementation. It works in close dialogue with the Embassy of Denmark.

The Joint Venture (JV) is seeking an **International Programme Manager (Operations)** to join the team implementing the Denmark-Myanmar Programme. The position will be responsible for leading and managing all operational aspects of the programme. This includes ensuring the implementation of agreed work plans, compliance with all aspects of the service contract framework signed with the Embassy of Denmark, and appropriate monitoring and evaluation processes which ensure quality programming, collection of data and reporting on results.

S/he will be part of a team of 13 international and local experts who work closely together on programme implementation.

**The position will be contracted by the International Commission of Jurists.**

The ideal candidate will have experience in programme management roles in developing country contexts, ideally in the rule of law or governance sectors, and also preferably in technical assistance and/or capacity building programmes. S/he will be a team player, capable of providing operational leadership and support to a diverse team of colleagues that drives effective programme implementation. The position is based in Yangon, and the successful candidate will be expected to travel infrequently to support planning and activities with partners.

## RESPONSIBILITIES

The International Programme Manager (Operations) has the following responsibilities:

- Lead all operational aspects of the programme, supporting the JV's team of technical experts so that agreed workplans are implemented on time and within budget.
- Have financial authority for the expenditures of the Programme, and ensure that all contractual and compliance requirements are adhered to.
- Manage the programme's monitoring, evaluation and reporting processes, ensuring appropriate monitoring and evaluation tools are in place and used in order to evidence results in accordance with the results framework.
- Coordinate the annual work-planning and budgeting process under the supervision of the team leader and with the technical experts and partners.
- Coordinate the Joint Venture's role as Secretariat of the bi-annual Steering Committee meetings.
- Liaise closely with the Embassy of Denmark on all relevant implementation, contractual and compliance issues.
- Ensure appropriate tools and processes are utilised in order to manage programme implementation.
- Lead learning and reflective processes to facilitate adaptive programming and strengthen programme quality.
- Prepare bi-annual progress reports, with the support of the technical experts.
- Supervise the Joint Venture's finance and administration team.
- Oversee recruitment processes to ensure that appropriately skilled staff are recruited and retained.
- Coordinate the annual Quality Assurance visit and audit.
- Act as budget holder and in conjunction with the International Finance Officer, ensure that all expenditure, contracting and procurement is in line with the Programme's Procurement and Finance Manual.
- Act as security focal point to oversee and ensure effective implementation of staff safety and security procedures.
- Help promote a programme which remains responsive to the evolving and dynamic political and legal context in Myanmar.
- Other duties as may be assigned.

## QUALIFICATIONS

The successful candidate will have:

### Education & Experience

- Relevant university degree, preferably a post-graduate degree.
- At least eight years of relevant professional experience in programme implementation in a developing country context.
- Preferably two years of relevant experience from a justice sector / rule of law / human rights / governance / conflict programme.
- Extensive experience with project cycle management, including planning/budgeting, monitoring, evaluation and reporting.

- Significant experience with financial management, managing budgets, drafting ToRs and contracts, procurement etc.
- Good understanding of results-based programming, and related monitoring, evaluation and learning tools.
- Relevant experience from Asia, in particular Myanmar, is a distinct advantage.

### **Essential skills**

- Relationship building and team management skills in a diverse context
- Proven communication and listening skills
- Inter-cultural understanding
- Excellent English language skills
- Excellent interpersonal skills and ability to work as part of a multi-cultural team
- Openness and flexibility, capacity to adapt to changing priorities and needs
- Willingness to travel

The contract is based on a policy of equal opportunities and offers a competitive salary package. Women are especially encouraged to apply.

**APPLICATIONS** close on March 1, 2018 and should be addressed with a cover letter, resume, writing sample and names of at least 2 references to:

Ref: International Programme Manager, Myanmar

By email: [asia-recruitment@icj.org](mailto:asia-recruitment@icj.org)

Please appreciate that due to the volume of applications only short-listed candidates will be contacted. We cannot answer phone enquiries. We thank you for your understanding.