
VACANCY ANNOUNCEMENT (032_YGN_12/Sept/2019) (Re-announcement)

ACE Program Overview

The Advancing Community Empowerment in Southeastern Myanmar (ACE) project, supported by the US Agency for International Development/Burma, aims to support communities in their ace empowerment processes by reducing vulnerabilities, promoting community participation in decision making, and strengthening mechanisms for more responsive and accountable local governance. ACE is a five-year, \$48 million project funded by USAID and implemented by Pact in partnership with Community Partners International, Mercy Corps, and Save the Children. The project will also partner with a range of local and regional organizations to address a variety of community needs and development priorities in the region.

ACE will work to foster integrated, inclusive, and sustainable service provision to underserved communities in areas of Southeastern Myanmar. Beginning with community-identified needs and solutions, the project takes a systems approach that constructively engages the demand and supply sides of service delivery, focusing on health, education, livelihoods, water/sanitation/hygiene (WASH), and disaster risk management.

Project partners will provide technical support for skills-building and institutional strengthening to nurture relationships and explore cooperation within and between communities, service providers, and decision makers. ACE promotes a locally driven shift, where possible, from humanitarian assistance toward a strategic approach that can channel community voices and priorities towards improved, integrated service delivery and contribute to conditions for inclusive peace and development.

Pact is an international non-profit, non-religious, non-political and non-governmental organization that is based in Washington D.C, United States. Pact is currently working in 57 countries, implementing more than 100 programs. Pact has been working in Myanmar for nearly two decades, implementing a wide range of development programs which focuses on promoting the lives of the vulnerable community.

Pact in Myanmar is currently seeking a motivated, experienced and dedicated candidate for the position of **Program Coordinator (Livelihoods)**.

Position Title : **Program Coordinator (Livelihoods)**
Department/Program : **Advancing Community Empowerment (ACE)**
Supervisor : **Senior Program Coordinator**
Salary : **Attractive, with generous staff benefits**
Duty Station : **Hpa-An**

Position Summary/Purpose:

The Program Coordinator (Livelihoods) is a core member of the ACE Management Team. He/She is responsible for setting strategic direction, providing technical leadership to livelihoods partners (both local and international), planning and overseeing the delivery of Pact's direct implementation work, and ensuring overall quality of all ACE livelihoods related programming.

S/he will maintain and develop positive working relationships with key partners, donors and government representatives and represent Pact Myanmar as required.

JOB RESPONSIBILITIES, DUTIES & TASKS: (SPECIFICATION & RESPONSIBILITIES)

1. Provide technical leadership on Livelihoods

- In the ACE project context, "livelihoods" primarily concerns land-based economic activities including agriculture and livestock rearing. Access to finance (village savings and loans programs for example) is another important component of ACE livelihood programming. Additional areas of interest include market systems, vocational training, and enterprise development.
- Improve and operationalize the ACE livelihoods strategy encompassing Pact and partner (local and international) programming
- Ensure quality of Pact and ACE partner program interventions through the provision of training, oversight, field visits and coaching.
- Develop training curriculum, IEC materials and related documents to ensure technical program quality and meet the need of local context
- Review the technical proposals of Local Partners and/or sub grantees in close cooperation with relevant departments and Program Leads
- Provide advice, recommendation, as well as facilitating on market linkages to match products to markets.
- Participate in technical forums, field assessments, visiting missions, and program reviews as required.
- Ensure that Pact and partner projects adhere to the Environmental Mitigation Plan for environmental compliance
- In collaboration with the Senior Management Team, review work plans and reports submitted by implementing partners and Pact livelihood projects and evaluate their technical quality and adherence to agreed approaches.
- Adhere to all of Pact's Code of Conduct policies including our Zero Tolerance Policy to Harassment, Sexual Exploitation and Abuse in the workplace. Report any abuses towards staff and beneficiaries to your immediate supervisor or the HR Coordinator if this more appropriate.

2. Contribute to effective knowledge management
 - Document project activities, learning and failures
 - Keep abreast of changes affecting livelihoods in Myanmar – mechanization, market trends, new economic growth initiatives and other trends that may impact rural communities in the Southeast
 - Build and maintain strategic linkages with existing and potential new partners, government departments and agencies and private sector entities
 - Prepare briefing notes and position papers related to livelihoods as required
3. Coordination and Representation
 - Liaise with government authorities, UN agencies and other INGOs and local partners.
 - Coordinate with staff and partner organizations across implementation areas, promote a cohesive, quality livelihoods approach
 - Represent Pact in technical group(s), technical forums and high-level visits, and partnering negotiations on livelihoods issues cutting topics
4. Monitoring and Evaluation
 - In collaboration with the M&E team provide technical assistance to: (i) develop and implement Livelihood M&E system, (ii) conduct surveys (iii) ensure adequate feedback to/ from Pact livelihood activities, implementing partners and beneficiaries.
 - Work with M&E colleagues to ensure that appropriate monitoring and evaluation indicators (PMP indicator for external and internal program management), tools, and processes cover cross regional livelihoods projects and results
 - Support continuous monitoring of indicators and work with the implementation team to overcome barriers in case of weak indicator achievement
5. Procurement processes
 - Provide guidance on the procurement process for agricultural equipment and supplies
 - Participate in tender committees regarding livelihood commodities
 - Develop guidelines for usage, storage and disposal of any agricultural commodities

JOB SPECIFICATION/MINIMUM QUALIFICATIONS & REQUIREMENTS:

- 5 to 7 years of working experience (preferably 3 years' working experience at management level) in implementing a range of livelihoods projects, preferably with an international development organization or in a similar context
- Academic qualifications in the livelihoods sector in Myanmar OR an equivalent number of years of related field experience and on-the-job training.
- Demonstrated ability leading teams and working with partners
- Experience with revolving funds, agricultural supply chains, market systems development, vocational training and micro enterprise development is an asset. Solid understanding of and experience engaging with civil society, service providers, governmental and/or non-governmental actors
- Demonstrated ability building capacity of others
- Team-work oriented, pro-active, and demonstrated capacity to work independently;
- Ability to produce timely outputs with minimum supervision, work under pressure, and to willingness travel
- High sensitivity to work with colleagues from different cultures and professional backgrounds;
- Experience working in complex, politically sensitive, and culturally sensitive contexts
- Knowledge of development, peace, and conflict issues in South-eastern Myanmar, as well as other key policy issues relevant to the project
- Fluency in written and/or spoken Myanmar and proficiency in English; knowledge of at least one local language to South-eastern Myanmar considered a major asset

Interested candidates are invited to submit an application letter and curriculum vitae (CV), a recent passport size photograph, contact details and two referees addressed to the following contact by **26th September 2019 (Thursday) 5:00 PM**.

Assistant Human Resources Manager
Pact in Myanmar
15th floor, crystal tower, kyun taw street,
kamaryut township, yangon, myanmar
Tel: 09 4200 74221 (HR), 01.9339351, 9339352, 933935,
Email: myanmarhr@pactworld.org

Interested applicants from Southeastern Myanmar ethnic communities are strongly encouraged to apply for this position

Note:

- 1) Earlier application is encouraged to every interested person. After receiving the potential application, position may be filled up prior to closing date.
- 2) Application via email: Please do not enclose copy (ies) of other relevant supporting documents (such as educational certificate and testimonials) if the application submitted via email.
- 3) Only shortlisted candidates will be notified