



Legal Clinic Myanmar

Re-Vacancy Announcement

Position Title	:	Program Officer
Location	:	LCM-Sittwe Office, Rakhine State
Report to	:	Program Manager
No of Post	:	1 post
Dead line for application	:	11th October, 2019 (Friday)

Legal Clinic Myanmar is seeking a committed and enthusiastic individual to join with Legal Clinic Myanmar team in Sittwe Branch Office as Program Officer. This position is full time and will report to Program Manager.

Background on the organization & Context

Legal Clinic Myanmar is a non-profit local non-governmental organization promoting and strengthening rule of law, democracy and human rights in Myanmar not only through the provision of legal awareness and paralegal trainings but also standing for those who are unjustly treated and those whose rights are breached by representing them in courts, providing free legal aid services and social support in cooperation with state-actors and other organizations since 2011.

In line with our vision that every citizen must enjoy their rights endorsed in the law through the enforcement of rule of law, the LCM strives to maintain its status as a rights and justice organization which builds on legal knowledge and capacity of communities and bridging them with both national laws and international norms. In order to seed human rights and democratic culture in Myanmar society, the LCM believes that the first step is to mobilize citizens, equip them with legal knowledge and empower them to combat human rights violations on their own. To this end, the LCM mobilizes grass-roots community and enhances their legal knowledge to the extent that they are able to utilize it to educate their fellow citizens, help them build social capital and strengthen their social networks in defending their rights.

Primary Duties and Responsibilities

This position will have responsibility to assist Program Manager for overall development and implementation of the Legal Clinic Myanmar. The Program Officer will have the following responsibilities;

Program Management and Networking

- Ability to work independently and as a member of a team to coordinate and lead the efforts of other professionals to effectively meet program needs;
- Undertake the project activities, according to the team's plan, budget, and timeline while supporting and ensuring the activities in specific project location is delivered according by the project field offices;
- Work closely with partner organizations and LCM team to implement work plans and project activities;



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- Contribute to the advocacy and policy work at different levels, including liaising with local government department as necessary;
- Leading in the workshops, forums, training and seminar sessions organized and implementation relating to the project goal or to wider of LCM programs;
- Coordinate with implementing partners and stakeholders for effective program implementation and ensure strong networking;
- Maintain smooth working relationship with local and international groups, organizations, institutions and stakeholders;
- Assist to Program Manager the related information and inputs for proposal development;
- Develop strategies to ensure program and organizational development in accordance with current political and social situations;
- Providing technical support to Branch offices through recommendations for strategic adjustments to improve results;
- Organizing donor field visits and preparing briefing on project activities and progress achieved;
- Participating and/or representing the LCM at events and coordination meetings as required.

Monitoring and Evaluation (M&E)

- Assist the Program Manager in strengthening and implementing M&E tools to measure the impact and achievements of Legal Clinic Myanmar's projects;
- Take part in monitoring visits in related program areas and conduct interviews with staff, training participants, network members, and potential target groups;
- Collects and records data on a regular basis to track/measure changes/lacks in organizational implementation;

Financial Management

- Support project progress reporting, mid-term reviews and final evaluations;
- Prepare donor narrative reports and monitor donors reporting requirements;
- Coordinate with Finance Department in preparing the annual budget of Operation and staff cost;
- Ensure manage the operation budget implementation and budget review;
- Demonstrated ability to develop project financial and expenditure;

Require Qualification and Skills

- Myanmar National;
- Any graduate or preferable in related Human Rights, Peace & Justice, Rule of Laws;
- Sufficient program management roles experience in NGOs field at last 4 years is preferable;
- Essential in strong reporting skills and experience in donor narrative report;



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- Flexibility – ability to work with multi-disciplinary and multi-cultural people, open minded good communication skills, ability to listen diplomacy;
- Respect and regard on related organizations, partner and stakeholder;
- Excellent verbal and written communication skills in Myanmar and English. Fluency in both Burmese and English (Four Skills)
- Good interpersonal skills and effective communications skills;
- Ability to speak confidently with donors and partners organizations;
- Strong organizational skills including time management;
- Ability to multiple tasks under pressure;
- Ability to use Micro Soft Office suite and Email/ internet;

Salary and Benefits

Competitive local salary with experience; related travel costs for field trips. External capacity opportunities will also be engaged depends.

How to apply:

If you are interested in applying for this position please submit with your updated Resume/CV, Cover Letter including expected salary and two references person (just name and contact) to lcm.recruitment.2017@gmail.com not later than **11th October, 2019 (Friday)**.

Only Shortlist candidates will be contacted;

This position is urgently needed, so we will recruit process before dead line.

For more information about Legal Clinic Myanmar and our work please visit to <http://www.legalclinicmyanmar.org> and www.facebook.com/LegalClinicMyanmar