



# INTERNATIONAL RESCUE COMMITTEE

## Vacancy Announcement-Ref No.51297-1713

(National Only)

### Four Core values of IRC

#### Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

#### Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

#### Service

We are responsible to the people we serve and the donors who enable our service.

#### Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

### From Harm to Home

The **mission** of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover and gain control of their future. [www.theirc.org](http://www.theirc.org)

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Livelihoods, water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying for?	Senior Engagement and Liaison Coordinator
Number of Opening	1
Who you report to?	Country Director
Where you work?	Yangon
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 <sup>th</sup> Month Pay + Gratuity + Leaves Entitlements)
When can you apply?	During 27 April 2024 to 2 May 2024
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse".
What is your Job Scope?	To lead all stakeholder engagement and liaison affairs across the mission, form and maintain strategic inclusion in all the programs across the mission. The Senior Engagement and Liaison Coordinator is mainly responsible for strengthening IRC relationships and networks with all stakeholders. The position holder needs to work closely with field leads to support field operations by facilitating the reporting mechanism from the field level to the country management level, conveying guidance from the country Management level to the field level and filling the information gap between the field level and the country Management Level. Under the supervision of the Country Director, the Senior Engagement and Liaison Coordinator supports IRC advocacy efforts with Donors, the Authorities and other stakeholders at the country management level.

## **Main responsibilities**

### **Engagement and Liaison with Authorities**

- Support the Country Director in representing IRC at the country management level and attend all relevant engagement /meetings to strengthen IRC's role in the country management level and good reputation.
- Develop a network with key stakeholder Engagement.
- Foster relationships with authorities and other relevant stakeholders
- Develop, implement, and regularly revise an IRC engagement strategy for all implementation partner agencies.
- Ensure collaboration and coordination with the IRC SMT members to ensure key issues are understood from all bases and key messages are shared.
- Coordinate and arrange meetings for SMT members and higher-level visits.
- Advise the country director on taking strategic positioning regarding relationships with authorities.
- Provide technical support with the administrative unit for administrative arrangements.

### **Networking and Liaison**

- Commit to diversifying and strengthening the existing network of contacts among the most influential leaders, while ensuring that we can discuss with all the major players in humanitarian access in Myanmar.
- Carry out regular field missions to assess IRC acceptance, and access challenges for both IRC and communities and identify possible solutions to maintain or improve the mission's humanitarian access.
- Identify, create, and maintain a network with national and international implementation partners and INGOs, NGOs / UN agencies.
- Ensure that IRC Myanmar is present and proactive in existing coordination frameworks such as OCHA, and Access Working Groups.
- Continue coordination and exchanges with IRC colleagues in the region, including Frontline, and IRC coordinators.
- Responsible for managing the overall communication with the authorities across the mission.

### **Programme implementation.**

- Assist the project managers and liaison officers to enable the implementation of the projects by liaising and coordinating with central authorities and other appropriate national authorities on all matters relating to the IRC staff members and assets, as well as the activities of IRC.
- Support the smooth running of the activities by maintaining a constructive and inclusive relationship with concerned authorities, partners, and other agencies.
- Work closely with Heads of Program to understand the future strategy and ensure the processing of necessary project permissions from relevant authorities in a strategic manner.
- To assist external actors in terms of IRC validity in an operation setting.
- Maintain a tracker of all IRC authorizations and permissions for program implementation.

### **Emergency Preparedness and Response**

- Contribute to the development of engagement aspects of the national emergency preparedness plans when needed.
- If necessary, support and advise the support team in the event of a humanitarian or engagement emergency.

**Key Working Relationships:**

- Country Director
- DDO
- DDP and program teams
- Security and Access Communications Coordinator
- SMT

**What should you have?**

**Education**

- Education and Experience: A bachelor's degree in medicine, or social sciences, and a master's would be an advantage.

**Competencies**

- Skills: Leadership, problem resolution, negotiations, critical incident management, crisis management
- Technical Competency: Senior-level experience engaging with the Government in Myanmar, proven competency in high-scale liaison and engagement.
- Diplomacy, Communication and reporting skills.
- Computer skills (including MS Word, Excel, Access, and Internet) are an advantage.
- Ability to work closely, professionally, and constructively with all others regardless of nationality, ethnicity, gender, religion, race, tribe, or cultural background.

**Language**

- Fluency in Burmese and English

Deadline	Application Link
<b>5pm on Thursday, May / 2 / 2024.</b>	<a href="https://rescue.csod.com/ux/ats/careersite/1/home/requisition/51297?c=rescue">https://rescue.csod.com/ux/ats/careersite/1/home/requisition/51297?c=rescue</a>
<b>Notes:</b> <ul style="list-style-type: none"><li>➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status or disability.</li><li>➤ Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will be subjected to the termination of the employment contract even after successfully selected.</li><li>➤ <b>IRC regrets to inform you that only short-listed candidates will be contacted.</b></li></ul>	