

Vacancy Announcement
Ref No: MALSE-VA-002/2024

Job Title:	Director of Programmes and Localization
Department:	Programme
Location:	Myanmar
Salary:	Competitive Salary
Reports to:	Executive Director
Line Management responsibility:	MEAL Manager, MEAL Specialist
Budgetary Responsibility:	2M USD
Vacancy Opening Date	9 th May 2024
Vacancy Close Date	23 rd May 2024
Child safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

Job Purpose: The Director of Programmes and Localization ensures effective and quality development and implementation of project implemented by MALSE and its Partners in Myanmar, including planning, monitoring, coordination and support to partners' programme team

Key Accountabilities:

Programme Implementation & Enabling Localization

1. To ensure that programmes strategy is aligned with the MALSE country mission, vision and values.
2. To ensure that programmes are designed by MALSE and its Partners according to adequate needs assessments, with a data-driven approach to ensure full trackability and accountability to projects participants.
3. To ensure that a comprehensive monitoring, evaluation and lessons learning system for MALSE and its Partners is in place.
4. To ensure that Programme activities implemented by MALSE and its Partners are carried out in compliance with workplans and contractual agreements.
5. To support operational activities and provide strategic input to solve problems and resolve conflict within MALSE and between MALSE and its Partners.
6. To build and maintain positive and professional relationships with existing and potential partners.
7. To identify areas for capacity building with partners such as, organisational management, gender mainstreaming, human resource management, financial management, governance.
8. To ensure accountability and transparency principles, processes and practices are implemented and understood by all staff and by MALSE Partners.
9. Ensure that all programmes are implemented with participation of beneficiaries at all stages of the programme cycle.

10. To lead on narrative report preparation for donors and contribute to financial reports to ensure they are submitted at the highest standard.
11. To actively communicate and work with local partners and communities on programme development, proposal articulation and report writing.
12. To outline the resource requirements for programmes and ensure that systems are in place within MALSE and its Partners for the effective management of resources in relation to finance, transport, supplies and capital assets.
13. To contribute to the preparation of the project budgets
14. To ensure quality implementation of projects and appropriate project cycle management, in accordance with strategies, project plans and procedures.
15. Organize regular meetings with the Partners project teams to strengthen effective coordination and collaboration and promote teambuilding.
16. Ensure effective flow of information with partners and stakeholders and update the Executive Director on latest developments.
17. Ensure timely and quality tracking and reporting of project work plans, logframe and indicators.
18. Support partners as per approved plans and agreements and ensure timely liquidation of project expenditures.
19. Support implementation of communications strategy including campaigns, events, other initiatives.
20. Ensure material (photos, videos, stories from the field) about project activities are developed to showcase project outcomes and achievements.
21. Ensure proper implementation of donor visibility and communications plan, also taking into account security and perception risks and seeking for derogations/exemptions when required.

Programme Accountability

22. To enhance MALSE's reputation through building trust on MALSE accountability to beneficiaries, best practices to serve those in need, diplomacy and involvement of other stakeholders, including government, donors, UN bodies, other INGOs, and local NGOs.
23. To ensure high quality accountability of MALSE processes through data-driven evidence, trackability of the activities implemented by MALSE and its Partners, adherence to policy and procedures.
24. To ensure all project records from MALSE and its Partners are maintained and stored appropriately in line with MALSE document management and IT policies.
25. To ensure that all MALSE Programmes comply with all policies, procedures, legal and regulatory requirements.
26. Organize regular meetings with Partners to ensure accountability.
27. Organize regular visits to project locations to ensure accountability to the beneficiaries and participants to MALSE programmes.
28. Support a transparent approach to decision making within MALSE and with MALSE Partners, ensuring full accountability on the decision-making process.
29. To ensure standardisation in accountability across multiple projects implemented by MALSE and its Partners.
30. To ensure accountability in the operational structure and staffing requirements for the effective implementation of MA-UK's activities.
31. To ensure that programme staff in MALSE and its Partners are recruited and inducted according to transparent guidelines policy and procedures.
32. Programme Financial Accountability.
33. To ensure that the project records are systematically kept to be audited by an external auditor.
34. Ensure an adequate analysis of the risks which could impact the programmes implemented by MALSE and its Partners operations, evaluate risk potential severity and mitigation strategies
35. Ensure that effective controls are put in place and timely action is taken to mitigate the risks.

Other

- 36. Any other duties defined and properly communicated by the line manager.
- 37. The Director of Programmes and Localization will be required to spend a significant amount of time travelling to project locations, and meeting with partners, beneficiaries and local stakeholders.

Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
M.Sc with at least five years of experience or B.Sc with at least seven years of experience in similar role	Essential	Application
Experience & Knowledge:		
Proven experience in managing and coordinating development programmes in INGO and/or social enterprise sectors	Essential	Application
Proven experience in localization of projects with local NGO partners	Essential	Application
Experience of multiple Donor grant management	Essential	Application
Geographic work experience: at least five years in Myanmar. Work experience in Shan State is an asset	Essential	Application and Interview
Experience in livelihood project: livelihood production and protection	Essential	Application and Interview
Substantial experience in managing resources and external relationships with a range of people and organisations, including promoting effective partnerships and contracts.	Essential	Application and Interview
Extensive knowledge of the technical operating principles, practices, and problems of governmental accounting, hedging, INGO accounting, budget control, procurement, collection, licensing, insurance claims, and payroll administration procedures.	Essential	Application and Interview
Understanding and awareness of Anti –Corruption processes.	Essential	Application and Interview
Strong knowledge of CHS and SPHERE standards, especially applied to localization process, working with CSOs, local NGOs and local entities with different background	Essential	Application and Interview
Through understanding of financial systems and how it interacts with other operational systems to maximize its information generating capabilities.	Essential	Application and Interview
Experience in community projects: social cohesion, inter-Faith and livelihood value chain	Desirable	Application and Interview
Experience in protection from natural hazards of livelihoods, communities and individuals	Desirable	Application and Interview
Experience in women empowerment, women-led projects and gender-sensitive livelihoods	Desirable	Application and Interview
Experience in innovation projects for women social inclusion: online marketing, IT, coding	Desirable	Application and Interview

Knowledge of livelihoods in Myanmar: social role, trends in production, threats to value chain	Desirable	Application and Interview
Knowledge of women's role in Myanmar society and history of local ethnic groups	Desirable	Application and Interview
Knowledge of Labor Law in Myanmar	Desirable	Application and Interview
Skills & Abilities:		
Problem-solving skills with the ability to provide evidence-based solutions to problems	Essential	Application and Interview
Good networking, influencing and negotiation skills, especially related to network operating in localization programs in Yangon and Shan State	Essential	Application and Interview
Ability to work in a systematic and methodical manner, maintain confidentiality and meticulous attention to detail with high degree of accuracy	Essential	Application and Interview
Ability to operate and think strategically, along with proven analytical skills and Project Management skills and be able use these to solve problems and make firm decisions	Essential	Application and Interview
To have strong people management expertise to provide direction and effective support to a multidisciplinary and multicultural team, including advisory service to local partners such as CSOs and local NGOs	Essential	Application and Interview
Ability to work with minimal supervision as well as part of a diverse team in a multicultural context as a flexible and respectful team player within the organization and with local partners such as CSOs and local NGOs	Essential	Application and Interview
Ability to work creatively, innovatively and effectively to produce results in a challenging environment, where frequent interruption of activities due to changing nature of programme happens, and within tight deadlines and budgets.	Essential	Application and Interview
Proactive risk management for risk that could threaten MALSE, its Partners or the people we serve	Essential	Application and Interview
Attention to detail and flexible approach to work	Essential	Application and Interview
Fluent written and spoken English. Knowledge of Burmese is an asset	Essential	Application and Interview
Commitments:		
Commitment to MALSE's mission, visions, and values	Essential	Application and Interview
Commitment to MALSE's ethos	Essential	Application and Interview
Commitment to equality of opportunity and diversity	Essential	Application and Interview
Commitment to MA Global Safeguarding Policy and Procedure	Essential	Application and Interview

You will display the competencies below:

Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts
Communication	The ability to listen, express and communicate information effectively
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goal and team goals
Results Focused	Getting the job done in an efficient way through effective time, task and financial management
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives

HOW TO APPLY

Submit your cover letter and resume/CV to following email:

hr@malse.net

Application will be accepted until **23rd May 2024**

‘Only those candidates who are shortlisting for an interview will be contacted.’

‘Interviews will be carried out on a rolling basis’

MALSE promotes diversity in the workplace. We believe in equal employment opportunities for all regardless of gender, faith, race, sexual orientation and disability.