

Vacancy Announcement

Deputy Head of Programme (Myanmar Nationals Only)

(one-year contract, with possibility of extension)

An international humanitarian and development organization is seeking a qualified and motivated **Deputy Head of Programme (DHoP)** to join its Country Programme in Myanmar.

Who are we?

In Myanmar, we work to save lives through humanitarian action, build resilient communities, and promote rights, equality, and sustainable development. Through strong partnerships with local civil society organizations, we support communities affected by conflict, displacement, and poverty while strengthening local leadership and resilience.

About the Job

The **Deputy Head of Programme (DHoP)** supports the Head of Programme in providing strategic, technical, and operational leadership for the Country Programme. As a member of the Country Management Team, the DHoP plays a key role in ensuring high-quality programme implementation, effective people management, strong partnerships, and timely delivery of programme objectives across designated thematic portfolios.

The DHoP provides technical and strategic oversight across key programme thematic areas, including **livelihoods and food security, civic engagement, rights and empowerment, and gender equality and GBV prevention and response**. The position works closely with Programme Coordinators, Project Managers, technical staff, and partners to ensure that thematic approaches are appropriately reflected in programme design and implementation, remain relevant to the Myanmar context, and contribute effectively to programme objectives and impact.

Working closely with the Head of Programme, Head of Humanitarian Programme, Head of Finance, MEAL, and support functions, the DHoP contributes to programme quality, organizational learning, resource mobilization, and partner capacity strengthening while ensuring compliance with organizational policies and donor requirements.

The position reports directly to the **Head of Programme** and provides line management to designated Programme Coordinators, Project Managers, and other programme staff.

The role is home-based with regular travel and field visits within Myanmar.

Specific Duties and Responsibilities

The duties include, but are not limited to, the following:

Programme Leadership and Quality

- Support the Head of Programme in coordinating implementation of the Country Programme and Annual Plans.
- Ensure projects are implemented on time, within budget, and in accordance with organizational policies, donor requirements, and the Programme and Project Manual (PPM).

- Provide quality assurance for programme planning, implementation, monitoring, reporting, evaluations, and project close-out.
- Promote adaptive management and evidence-based programming to strengthen programme quality and impact.
- Support integration of gender equality, disability inclusion, conflict sensitivity, safeguarding, localization, and accountability across programme implementation.

Technical Oversight and Thematic Leadership

- Provide technical oversight and strategic guidance across key thematic areas, including **livelihoods and food security, civic engagement, rights and empowerment, gender equality and GBV prevention and response**.
- Support Programme Coordinators and Project Managers to ensure that relevant thematic approaches, standards, and evidence are appropriately integrated into programme design, implementation, monitoring, and learning.
- Promote cross-thematic learning and collaboration to strengthen the coherence, relevance, and quality of the Country Programme.
- Provide technical guidance to programme teams and partners on thematic approaches, emerging issues, and contextual adaptations where required.
- Keep abreast of key developments, policies, practices, and emerging needs related to the programme's thematic areas and ensure relevant learning is reflected in programme development and implementation.
- Support the identification of technical capacity gaps among programme staff and partners and facilitate appropriate technical support, learning, and capacity development.

People Management and Capacity Development

- Provide line management, coaching, mentoring, and performance management to designated Programme Coordinators, Project Managers, and other programme staff.
- Promote a collaborative, high-performing, and learning-oriented team culture.
- Support recruitment, onboarding, staff development, and succession planning.
- Strengthen programme staff capacity in programme management, quality assurance, donor compliance, and partnership approaches.

Partnership Management

- Strengthen relationships with local partners and provide technical and strategic support throughout the programme cycle.
- Support partner organizational development and institutional capacity strengthening.
- Promote equitable partnerships, local leadership, and mutual accountability.

Programme Planning, Monitoring and Learning

- Support programme planning, implementation, monitoring, reporting, annual reviews, and Theory of Change reflection processes.

- Ensure high-quality programme reporting and effective use of data for decision-making and learning.
- Work closely with Finance, MEAL, Logistics, and Administration teams to strengthen programme delivery and accountability.

Resource Mobilization and Programme Development

- Support proposal development, concept note preparation, and donor engagement together with the Head of Programme and programme teams.
- Identify opportunities for programme growth and innovation.
- Contribute technical inputs to new programme design and fundraising initiatives.

Advocacy, Networking and Representation

- Represent the organization in relevant coordination mechanisms, technical working groups, and partner forums as delegated.
- Support policy advocacy and networking aligned with Country Programme priorities.
- Build and maintain productive relationships with partners, donors, civil society organizations, and other stakeholders.

Organizational Leadership

- Actively contribute to the Country Management Team and organizational planning processes.
- Support organizational learning, risk management, safeguarding, and continuous improvement initiatives.
- Act on behalf of the Head of Programme during periods of absence or when delegated.

About You

To be successful in this role, you should have:

- A Master's or Bachelor's degree in Development Studies, Social Sciences, International Development, Agriculture, Rural Development, Human Rights, Gender Studies, or another relevant discipline.
- At least **7 years of progressively responsible experience** in development and/or humanitarian programming, including experience working with local partner organizations.
- At least **3 years of management experience**, including supervision and development of professional programme staff.
- Demonstrated experience in programme and project cycle management, partnership management, and donor compliance.
- Strong understanding of Myanmar's political, humanitarian, and development context.
- Strong technical knowledge and practical experience in one or more key thematic areas, particularly **livelihoods and food security, civic engagement, rights and empowerment, and/or gender equality and GBV prevention and response**.

- Demonstrated ability to provide technical guidance and quality oversight across multiple thematic areas and translate technical approaches into practical programme design and implementation.
- Good understanding of cross-cutting approaches, including gender equality, protection, conflict sensitivity, safeguarding, localization, and accountability.
- Experience in programme quality assurance, risk management, monitoring, evaluation, learning, and adaptive programming.
- Demonstrated experience in proposal development, donor reporting, and resource mobilization.
- Strong analytical, planning, coordination, and problem-solving skills, with the ability to manage multiple priorities effectively.
- Excellent interpersonal and participatory leadership skills, including the ability to coach, mentor, and develop staff and work effectively with diverse stakeholders and multicultural teams.
- Excellent written and spoken English and Myanmar language skills, with willingness to travel regularly within Myanmar.

We Offer

The successful candidate will be offered a **12-month contract**, renewable subject to availability of funding and satisfactory performance.

Starting Date: **As soon as possible**

- Duty Station: **Home-based within Myanmar with regular travel**
- Working Hours: **40 hours per week**

We are committed to diversity, equity, and inclusion and welcome applications from all qualified candidates. Women, persons with disabilities, and individuals from diverse ethnic backgrounds are strongly encouraged to apply.

How to Apply

Interested candidates are invited to submit:

- A cover letter outlining their suitability for the position.
- An updated Curriculum Vitae (CV).
- Contact details of three professional referees.

Application Deadline: Rolling recruitment (latest by **09th Oct 2026**)

Applications should be sent to: staffing.myanmar25@proton.me

“This position is contingent upon the availability of funding.”

Please note that only candidates shortlisted for written tests and interviews will be contacted.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. The organization conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.