

**VACANCY- ANNOUNCEMENT**

Department: **Partnership**  
Position: **Partnership Assistant**  
No of Post: **1**  
Expected Start Date: **as soon as possible.**  
Location: **Mandalay**  
Vacancy Posting Date: 18<sup>th</sup> June 2025  
Vacancy Closing Date: 30<sup>th</sup> June 2025

**Background on acted**

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non- discrimination. Based in Paris, France, acted now operates in 42 countries worldwide.

As the second largest French NGO, acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. acted undertakes programs that target the most vulnerable amongst those populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach also looks beyond the immediate emergency towards opportunities for longer-term reconstruction and sustainable development. For more information, please visit our website at <https://www.acted.org/en/countries/myanmar/>.

Acted is currently looking for 1 person to fill the position of **Partnership Assistant.**

**PROJECT DESCRIPTION AND JOB PURPOSE**

The Partnership Assistant supports effective grant management, including timely reporting of project achievements to project development officer (PDO) and contributes to the development of project proposals in line with Acted's global and in-country programme strategy. The PA facilitates internal communication and coordination with implementing and strategic partners and contributes to Acted's external communication strategy

**OBJECTIVES**

1. Ensure that each partner have a proper adherence to Acted policy and standards, and that both financial and narrative reporting to the donor is aligned with the partner's proposal, contract, as well as that backup and supportive documentation is properly established.
2. Ensure good partner relations through proper, qualitative, and timely partner management
3. Facilitate internal coordination and communication

**DUTIES AND RESPONSIBILITIES****SUPPORT TO CSOs DIRECTLY**

- Conduct regular data gathering from CSOs to populate donor reports and maintain an updated filing system including hard and soft files.
- Assist in producing high quality activity and program progress reports (financial & narrative) as per donors and Acted requirements.
- Providing high quality editing and formatting for all program related documents.
- Support CSOs on having financial supporting documents that are adhering to Acted's FLATS procedures.
- Liaise with Partnership team and help with organizing training/backstopping for CSOs on Financial Management, including budgeting, record keeping and reporting.
- Support for organizing training on procurement, stock management, record keeping and reporting.
- Follow up partners' activity on the partner's capacity development plan in coordination with the program team & partnership team
- Contribute and provide guidance to the partners for any proposed changes
  
- **FUNDRAISING**
  - **Context analysis**
  - Assist in analysing the country's socio-economic situation, (donor) trends, needs and gaps
  - **Proposal development**
  - Liaise with partnership team and relevant local partners for the development of proposals, and follow up for their timely inputs, and support in the revision of local partners' proposed activities and budget to ensure that they are sound and aligned with donors' requirement / the call for proposal / etc.
  
- **GRANT MANAGEMENT**
  - **CONTRACTUAL FOLLOW-UP**
  - Ensure that contractual obligations (including visibility requirements) and reporting deadlines are known and met by Programme, MEAL and FLATS team.
  - When any issue is identified in meeting deliverables in the given timeframe and budget, inform relevant staff from partnership team and seek advice on potential solutions that would meet donor rules
  - **REPORTING**
  - Support in developing narrative quality reports, reflecting the progress and status of projects in a transparent, timely and professional manner, in liaison with Partnership team and program team.
  
- **PARTNERSHIP**
  - Liaise with potential local implementing or strategic partners to establish or maintain relationships
  - Liaise with potential local implementing partners on joint proposal submission to ensure that proposals are relevant and submitted in a timely manner
  - Ensure partners report to Acted in a timely and qualitative manner as per the requirements of the grant agreement.

- Assist in overseeing contractual management of implementing partners
- Support in gathering required project data in coordination with implementing partners
- Monitor partners' activities when required and support partners if needed
- Review partners' supporting documents ( eg. attendant sheets, procurement related documents) and provide guidance to partners

## **Internal communication and coordination**

### **Internal coordination**

- Participate in and take minutes of partner monthly meetings for each project
- File properly contractual project documents both in hard and soft copies
- Update partners' implementation activities regularly to the line manager and make proper records.

### **GENERAL**

- Commit to the humanitarian principles of strict neutrality, religious and political impartiality and non-discrimination
- Strong attention to detail, and excellent analytical, writing and synthesis skills.
- Providing high quality editing and formatting for all program related documents.
- Report and clarify any work-related issues and challenges to supervisor in timely manner
- Respect time including work, meetings, deadlines and other reasonable requests;
- Maintain a good team spirit and stimulating working environment amongst staff and colleagues;
- Commit to honest, high-quality work in all aspects of responsibilities;
- Undertake any other tasks as reasonably assigned by the line manager.

### **Code of Conduct and PSEA**

- **The Partnership Assistant is expected to uphold the highest standards of integrity and professionalism, and to adhere strictly to Acted's Code of Conduct, Child Safeguarding Policy, and Protection from Sexual Exploitation and Abuse (PSEA) guidelines. This includes maintaining respectful and non-discriminatory behavior at all times, ensuring the dignity and safety of affected populations, and reporting any suspected misconduct through appropriate channels. The staff member must complete mandatory training on PSEA and actively contribute to a safe, inclusive, and accountable working environment.**

### **Personal Specifications**

#### **TECHNICAL SKILLS**

- Must have a Bachelor degree or equivalent in development management, Social Science, economics or another related field.
- Experience in partner management for a humanitarian or development non-governmental organization desirable
- Experience in internal & external communication, partnership follow up and management
- The ability to respond positively to challenges and to find creative and innovative solutions to problems.
- Strong oral and written communication skills
- Strong analytical skills
- Strong coordination and interpersonal skills

**Submission of application:**

Applications shall be in English and include: i) a resume of not more than 3 pages; ii) a cover letter expressing the motivation to work for this specific position; iii) a copy of the university degree; and iv) contact details of 3 references should be submitted to -

Email: [recruitment.myanmar@acted.org](mailto:recruitment.myanmar@acted.org)

Applications should be title “**Partnership Assistant – Mandalay- Your Name**” and be submitted no later than **30 June 2025 (by 5:00 pm)**.

Only shortlisted candidates will be contacted.