
VACANCY ANNOUNCEMENT (14/Sept/097/2018)

(Re-announcement)

ACE Program Overview

The Advancing Community Empowerment in Southeastern Myanmar (ACE) project, supported by the US Agency for International Development/Burma, aims to support communities in their empowerment processes by reducing vulnerabilities, promoting community participation in decision making, and strengthening mechanisms for more responsive and accountable local governance. ACE is a five-year, \$48 million project funded by USAID and implemented by Pact in partnership with Community Partners International, Mercy Corps, and Save the Children. The project will also partner with a range of local and regional organizations to address a variety of community needs and development priorities in the region.

ACE will work to foster integrated, inclusive, and sustainable service provision to underserved communities in areas of Southeastern Myanmar. Beginning with community-identified needs and solutions, the project takes a systems approach that constructively engages the demand and supply sides of service delivery, focusing on health, education, livelihoods, water/sanitation/hygiene (WASH), and disaster risk management.

Project partners will provide technical support for skills-building and institutional strengthening to nurture relationships and explore cooperation within and between communities, service providers, and decision makers. ACE promotes a locally driven shift, where possible, from humanitarian assistance toward a strategic approach that can channel community voices and priorities towards improved, integrated service delivery and contribute to conditions for inclusive peace and development.

Pact is an international non-profit, non-religious, non-political and non-governmental organization that is based in Washington D.C, United States. Pact is currently working in 57 countries, implementing more than 100 programs. Pact has been working in Myanmar for nearly two decades, implementing a wide range of development programs which focuses on promoting the lives of the vulnerable community.

Pact in Myanmar is currently seeking a motivated, experienced and dedicated candidate for the position of **Senior Officer (Partnership Engagement)**.

Position Title: Senior Officer (Partnership Engagement)
Number of Opening: One Only
Department/Program: Civil Society and Institutions department/ACE
Supervisor: Deputy Coordinator (Partnership Engagement)
Salary: Attractive, with generous staff benefits
Duty Station: Hpa-An

Position Summary:

Under the supervision of Deputy Coordinator, Senior Officer (Partnership Engagement) is responsible for the overseeing and management of partners and must ensure that partner activities are implemented in compliance with all donor, Pact, and project-specific policies. The ideal candidate will be passionate about working with and for others, promoting civic participation and empowering people to lead themselves.

The position requires a high level of understanding of Myanmar civil society in all its forms – from community led organizations to ethnic service organizations. This position requires a high degree of empathy, vision, perseverance, and passion – particularly as it relates to the role of civil society in Myanmar and its potential to promote inclusive, equitable, and progressive change in the country.

Specific Duties and Responsibilities

1. Partnership management and oversight

- In close coordination with the Deputy Coordinator, review and provide recommendations for partners' proposal and budget.
- Ensure overall quality assurance, timely delivery and cost effectiveness of partner programs by providing oversight and support throughout the grant period in collaboration with the technical persons, Grant & Contract, MEL, and program team.
- Serve as focal point for post-award communication with the assigned partners
- Coordinate with technical team and MEL to monitor and follow up with the targets, deliverables, work plan and achievements of the partners' projects in accordance with the milestones and timeline
- Coordinate with Grants & Contracts to ensure partners comply the Pact regulations
- Coordinate with Grants & Contracts and Finance departments for in time payment process to partners
- Produce regular trip report, meeting minutes, monthly report and other relevant activities and intervention to the supervisor
- Report and inform the supervisor on any outstanding issues and seek support and advice whenever necessary
- Project budget for annual activity together with partnership engagement team, OD team, operation support team and also in accordance with partners work plan
- Provide monthly budget projections to finance, based on planned cash transfer to partners
- Ensure client satisfaction and manage partners' expectation
- Build and nurture sustained relationship and trust with partners and represent Pact well
- Serve as focal point for messaging the voices from partners to relevant departments and teams in Pact

2. Technical Support

- Work closely with technical team and partners to identify the areas technical support is necessary
- Provide recommendations, when necessary, to design and modify the program implementation, approach or materials to overcome actual and potential challenges identified

- Seek internal and external resources and support for the partners whenever necessary

3. Other

- Support networking and information sharing within and between organizations
- Support peer colleagues, guide and manage select staff, and lead by action
- Other duties as required

QUALIFICATIONS AND REQUIREMENTS

- Bachelor degree (preferably in a related field) is required
- 4 years of experience in working and managing projects in the field of civil society strengthening or a related field
- Demonstrated experience in working in partnership with civil society organizations and/or ethnic organizations is a must
- Awareness and understanding of the peace, do no harm and conflict sensitivity approaches and the political context
- The knowledge and experience on at least one of the areas - Healthcare, WASH, Livelihood, Education, Youth, Women Empowerment, GBV is a plus.
- Ability to work with team demonstrating a constructive, cooperative and result-oriented approach
- Fluency in English especially in Report Writing
- Demonstrated flexibility, adaptability and the ability to perform and collaborate under challenging conditions.
- Result and deadline oriented and target driven
- Proactive and diplomatic skills, as well as representational skills for working with government and non-government agencies are required

Interested candidates are invited to submit an application letter and curriculum vitae (CV), a recent passport size photograph, contact details and **two referees** addressed to the following contact by **28th September, 2018 (Friday)** 5:00 PM.

Senior Human Resources Officer

Pact in Myanmar

No. 608, Penthouse, Bo Son Pat Condominium
Corner of Merchant Road and Bo Son Pat Street,
Pabedan Township, Yangon 11141, Myanmar

Email: myanmarhr@pactworld.org

Tel: 09 – 4200 74221; 95-1-373221, 378931, 245447 (Ext: 73 & 74)

Note:

- 1) Earlier application is encouraged to every interested person. After receiving the potential application, position may be filled up prior to closing date.
- 2) Application via email: Please do not enclose copy (ies) of other relevant supporting documents (such as educational certificate and testimonials) if the application submitted via email.
Only short listed candidates will be notified