

Vacancy Announcement

Trócaire works in partnership with local and church organisations, supporting communities in over 20 developing countries across Africa, Asia, Latin America and the Middle East to bring about lasting change. Trócaire envisages a just and peaceful world where: people’s dignity is ensured, and rights are respected; basic needs are met and resources are shared equitably; people have control over their own lives; and those in power act for the common good.

The Myanmar Country Office in Yangon takes overall responsibility for the implementation of the Myanmar country pro-gramme, which currently focuses on humanitarian response, resource rights, women’s empowerment, gender-based violence and peace & development.

Since 2011, Trócaire has been supporting partners to implement humanitarian and development programming in Kachin and Northern Shan States. Trócaire’s programme in Kachin and Northern Shan is a large-scale multi-donor programme. Since 2016 Trócaire has gradually expanded its work in transitional programming for conflict affected people, particularly in the area of on and off-farm livelihoods and resilience programming.

Job Title : **Programme Officer (Myanmar National)**
Location : **Based in Chiang Mai with travel to Myanmar as required**
Department : **International**
Start date : **April 2024**
Contract Type : **Consultant**
Contract Duration : **One-year Contract (Renewable)**

Background

Trócaire has been working in Myanmar since 1995 with a fully functional Country Office opened in 2008 and newly established office in Chiang Mai in 2022. The new office in Chiang Mai takes overall responsibility for the implementation of the programme, which currently focuses on women’s empowerment, human rights, land and resource rights, gen-der-based violence and peacebuilding.

The Programme Co-ordinator will manage a growing portfolio of partners in Trócaire’s human rights and access to justice programming focused on Myanmar while being based in Thailand. The programme aims to ensure that the human rights of women and ethnic minorities in Myanmar are protected and promoted by a strengthened civil society.

The Program Officer will play a vital role in overseeing the implementation of a portfolio of approximately 9 national and local partners in programmes funded by Irish Aid.

Trócaire’s programmes are located inside Myanmar and in the border areas.

The Program Officer will actively contribute to advancing the partnership and localisation and support programme quality in line with the Country Strategy and Institutional Funding Strategy.

Reporting to the ICSP Programme Manager – Chiang Mai.

For the **candidate** with the required **experience and passion** for the role, Trócaire offers a **competitive package** of salary and benefits.

Safeguarding Programme Participants Policy

Trócaire is committed to Safeguarding Programme Participants from Exploitation and Abuse and has specific policies on this commitment (including a Global Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, consultants and other organisational representatives. Any candidate offered a job with Trócaire expect to sign Trócaire's Safeguarding Policies and Global Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Key Duties & Responsibilities

Technical Support

- Coordinate high quality technical advice/support/ and capacity strengthening to partners on human rights violation documentation, reporting and advocacy.
- Maintain comprehensive and up-to-date analysis of human rights issues in Myanmar and as provided by other actors or partners regionally, in line with all thematic areas of Trócaire's country strategic plan.
- Ensure program M&E with support from the ICSP PM and MEAL advisor through the implementation of results frameworks and logic models, risk matrix, monitoring plan and evaluation processes and ensure data is used proactively and programmes adapted to findings.
- Support the program manager to provide regular updates on human rights sector and advocacy programming to Trócaire programme team and HQ including contribution to communications materials.

Programme Quality

- Lead the successful delivery outcome of Goal 1 and Trócaire's Strategic Plan and respective delivery of related outcomes in the different projects funded by Trócaire, Irish Aid.
- Co-lead in development and roll out of needs assessment, programme baselines and endlines when applicable as well as development of reports.
- Support Partners to actively research rights-based issue across the goal 1 ICSP program.
- Document programme learning and case studies.

Partner Portfolio Management and Capacity Building

- Work with Programme manager to actively manage a portfolio of partner organisations including partner communication, partner workplan, budget and project management, coordinating monthly review meetings, grant agreements and information management.
- Support accountable and strategic relationships with partners and enhancing partner capacity at an institutional and programmatic level.
- Support partners with all aspects of Programme Cycle Management including ensuring a right lens in MEAL processes.
- Monitor ongoing implementation of partner projects, support MEAL frameworks and plans, through field visits and write high quality monitoring reports.
- Work with the Programme Manager to offer timely review of reports and provide feedback to partners.
- Manage and monitor programme and partner budgets and ensure timely budget expenditure, value for money and compliance with financial norms and standards.
- Work with Programme Manager and Business Development Manager to support proposal development.

Human Resource Management

- Together with the Program Manager establish a team approach to ensuring coordination and collaboration between Irish Aid-supported programmes and the wider programmes and team to work together to share learning and to exchange skills.

Team and Integrated Programme Management

- Contribute proactively to the successful implementation of integrated programming including rights technical support to WASH, Livelihoods, WE and GBV programmes.
- Engage actively in coordination meetings with partners to aid in programme integration and learning.
- Ensure that advocacy strategies and approaches are designed in an integrated manner.

Networking & Representation

- Represent Trócaire in spaces that reflect on human rights, empowerment and advocacy and share knowledge/updates with Trócaire team.

Institutional Funding

- Assist in the development of institutional funding applications (concept notes and full proposals) in close coordination with Myanmar programme, finance and business development team and Head Office.
- Grant management and compliance.
- Produce timely quality progress reports for internal and external use within stipulated timelines.
- Attend strategic meetings with donors and other key stakeholders.

Other

- Participate in wider organisational strategic planning, advocacy and review work, as and where appropriate. Any other reasonable duty as may be assigned by the line manager, Head of Programmes, or Country Director that is consistent with the nature of the job and its level of responsibility.

Behavioural Competencies in Line with Trócaire's Competency Framework

- **Leading:** Reflecting our values of Participation & Accountability, acts to inspire and lead others to achieve their potential, demonstrating Trócaire's values with integrity in order to achieve our organisation's objectives.
- **Communicating:** Reflecting our value of Participation, being one organisation, communicating clearly and transparently across, teams, units, divisions, locations and other external organisations. Getting our message across with impact.
- **Collaborating:** Reflecting our values of Participation & Solidarity, partnering effectively as One Trócaire organisation and, in solidarity, maintains positive relationships built on trust and respect.
- **Stewardship of Resources:** Reflecting our value of Accountability and decision-making around the best use of resources. Using our resources transparently, sustainably, ethically, fairly & with integrity; acknowledging Trócaire's reputation in the use of resources.
- **Delivering Results:** Reflecting our values of Accountability & Perseverance, getting a quality job done through effective performance, planning and decision making.
- **Continual Improvement & Learning:** Reflecting our values of Participation & Courage, constantly looking to learn and develop self, employees, and partners to better fulfil Trócaire's mission.
- **Flexibility & Change:** Reflecting our values of Participation & Courage, adapts positively to change and to different ways of doing things; manages or takes part in change processes in a way that is appropriate to role in the organisation.

(E) Qualification

- Bachelor's degree in Human Rights, Development Studies, Social Work, or related field.

	<ul style="list-style-type: none"> • Post-graduate qualification in a relevant area is desirable, or significant experience beyond that outlined below.
(E) Experience	<ul style="list-style-type: none"> • Minimum 4-5 years of working in an international organisation in Myanmar or abroad. • Significant experience working in Human rights and resource rights. • Significant experience of working with local partners, developing work plans, supporting grant management, reporting and ensuring regular follow up in line with Trocaire's partnership approach • Significant experience in advocacy and policy, particularly in managing/implementing advocacy-related programming in relation to human rights and resource rights' issues. • Experience in rights-based mainstreaming. • Experience of working in a partnership arrangement with civil society organisations and with the use of participatory approaches to development. • Experience managing multiple donor budgets and tracking budgets and expenditure.
(E) Skills	<ul style="list-style-type: none"> • Demonstrated ability to work in a multi-cultural team and to implement performance management effectively. • Demonstrated ability to manage budgets and financial systems on a significant scale. • Ability to transfer skills and knowledge through, training, mentorship and accompaniment. • Familiarity with standards and guidelines on Universal Declaration of Human Rights (UDHR) and resource rights. • Familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and other NGOs. • Ability to exercise sound judgment, to remain flexible to a changing environment, and to make decisions independently. • Strong communication skills, both oral and written; fluency in English and Myanmar and an additional local language skill an asset. • Strong computer skills: must be competent in the use of Windows, MS office programs (Outlook, Word and Excel). Salesforce and Citrix for milestone an advantage.
(E) Qualities	<ul style="list-style-type: none"> • Ability to work on one's own initiative and operate as part of a team • Be flexible to changing requirements • Attention to detail • Solution oriented • Ability to work under pressure and adhere to deadlines • A high level of reliability, objectivity and honesty • A strong commitment to work on human rights and resource rights and a social justice agenda. • Empathy with the work of Trócaire as a Catholic organisation.
(E) Other	<ul style="list-style-type: none"> • There will be considerable travel required in country and/or Myanmar. • Legal right to work in Thailand is required.

Interested individuals should submit their application letter and updated CV by email to HR Department at: hrmyanmar@trocaire.org

Application Submission Deadline: 14th April, Sunday 2024

Note: *Those applicants who fail to mention or incorrectly mention the vacancy position/title and vacancy organisation's name in their application will not be considered for shortlisting.* Candidates in whose qualifications and experience Trócaire has further interest will be notified for interviews.