IMS

Programme Operations Manager for IMS' Asia Department

IMS is seeking an experienced and strategic **Programme Operations Manager** for the Myanmar Programme. The programme works in close cooperation with partners, building on and strengthening their resilience, sustainability, knowledge and expertise. Based in Chiang Mai, Thailand, the POM will play a critical role in ensuring the effective implementation and financial integrity of the programme.

Who we are
International Media Support (IMS) supports local independent media and media advocacy groups in countries affected by conflict, political transition, and authoritarian rule. Since 2001, IMS has worked with hundreds of local and international partners to support independent journalism, freedom of expression and the safety of journalists.

Job summary
The **Programme Operations Manager** will be responsible for overseeing operational and financial aspects of the Myanmar programme, ensuring seamless coordination and compliance with donor requirements. This position involves close collaboration with our finance team at IMS headquarters in Copenhagen, and occasional travel to Denmark should be anticipated. Additionally, the role may over time expand to include regional responsibilities across our programmes in Southeast Asia, depending on funding opportunities and IMS's future regional set-up.

Key functions and key responsibilities

Financial management and reporting

- Oversee the operational support and financial management of the Myanmar programme, ensuring efficient budget controls and compliance with donor guidelines.
- Collaborate closely with IMS HQ finance colleagues in Copenhagen, ensuring accurate financial reporting and alignment with organizational standards.
- Lead the preparation and management of financial plans and budgets

Partner contract management

- Provide overall finance/admin support to the programme team in managing partner contracts.
- Responsible for contract management for international partners and service providers.
- Contribute to improvement of processes and procedures.

Strategic Collaboration and Coordination

- Work in close coordination with the finance team in Copenhagen, facilitating regular communication and collaboration to ensure cohesive financial management.
- Anticipate travel to Copenhagen when needed for strategic meetings and financial reviews, ensuring strong connections, alignment and shared goals between field operations and HQ.

Application due
20/09/2024

Start date
As soon as possible

Homepage
https://www.mediasupport.org/

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- Potentially expand role to include oversight of regional IMS programmes in Southeast Asia, depending on future funding opportunities and regional set-up.

Programme Development and Compliance

- Ensure all financial activities adhere to donor policies, procedures, and guidelines, maintaining the highest standards of compliance and accountability.
- Contribute to the development of new programme initiatives, providing financial insights and operational support during the planning phase.

Regional Support and Leadership

- Explore opportunities for regional involvement in IMS programmes across Southeast Asia, expanding the scope of the role based on emerging funding opportunities.
- Provide leadership and operational guidance across multiple programmes, driving consistency and excellence in financial management

Qualifications and skills

- Bachelor's degree in finance or a related field; CPA or equivalent certification is an advantage.
- A minimum of 7 years of experience in financial and operational management, ideally within an international NGO setting. Experience with EU grants is an advantage.
- Strong collaboration and communication skills, with experience working with headquarters teams in different locations.
- Demonstrated ability to manage complex budgets and ensure compliance with donor requirements.
- Experience in regional programme management and the ability to adapt to evolving responsibilities.
- Proactive, solution-oriented, and flexible, with a strong commitment to achieving programme goals.
- Fluency in written and spoken English is required. Fluency in Thai language will be an advantage.

Duration and location

- Duration: Initial 3 years with possibility of extension
- Place of Employment: Based in Chiang Mai, Thailand
- Employment type: Full-time, 40 hrs/week
- Starting date: As soon as possible

Organisation
The Programme Operations Manager will report to the Senior Programme Manager.

How to apply
You apply by submitting your resume and application in English through the link below no later than 20 September 2024. Please direct questions about the position to fr@mediasupport.org. Please mention "Programme Operations Manager" in the email subject.

https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1825&ProjectId=143849&DepartmentId=18958&SkipAdvertisement=true

Who can apply
IMS encourages everyone with the required qualifications and skills to apply, regardless of their racial, ethnic, religious and cultural background, sex, sexual orientation or gender identity.

Code of conduct
IMS shows no tolerance to any kind of unwanted behaviour at work, including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. Therefore, all employments will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.

International Media Support (IMS) is a non-profit organisation working to support local media in countries affected by armed conflict, authoritarian rule and political transition. Across four continents, IMS helps to promote press freedom, strengthen professional journalism and ensure that media can operate in challenging circumstances.

IMS was established in 2001 in the wake of the tragic events in Rwanda and the former Yugoslavia where these and other conflicts saw media being manipulated and used as a tool to fuel violent conflict. IMS was set up in response to this trend with the aim to help local media working in conflict-affected areas to remain operative and professional.

We support the production and distribution of media content that meets internationally recognised ethical standards and work to ensure safe media environments with sound laws for journalists. We do this because citizens and leaders need information they can trust to make decisions that develop their societies in a peaceful and democratic way.

The organisation is headed by Jesper Højberg Executive Director of IMS. Our headquarters are based in Copenhagen with field offices currently in Ethiopia, Tunisia, Kenya/Somalia, Thailand/Myanmar, Niger and Pakistan.