

- Job location** : Yangon, Coordination Office, with frequent site visits
- Duration** : Up to October 2024 (Extendable base on budget)
- Vacancy opening date** : 14th May 2024
- Vacancy closing date** : 23rd May 2024

Première Urgence Internationale (PUI)

Première Urgence Internationale is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, those hit by natural disasters, wars, and economic collapses, by responding to their fundamental needs. Our aim is to provide relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. Main sectors providing assistance to around 4 million people in 22 countries in Africa, Asia, Middle East, South Caucasus and France: Health, WASH, Food Security and Nutrition, Shelter and Economic Recovery.

PUI has been working for the people of Myanmar on health and related issues since 1983, as **Aid Medical Internationale (AMI)**. The merger of PU and AMI in 2011 strengthened our ability to provide integrated, multi-sector approaches utilizing the combined organisations' experience resulting in more diverse programming and intervention possibilities. PUI's mandate to respond to emergencies remains a priority, while maintaining a longer-term development focus to adapt to the contextual needs of the population in Myanmar. Our projects have spanned several areas of the country including Shan, Kayin as well as south Yangon areas.

Job Purpose

S/he will work under the supervision of the Grant Manager.

Functional collaborators: Deputy Head of Mission, Logistics Coordinator and Deputy Logistics Coordinator, Admin & Finance Coordinator, Deputy Finance Coordinator/Finance Manager and Deputy HR Coordinator, Deputy MEAL Coordinator

Responsibilities

1. General responsibilities

- Support the Coordination team, Field Coordinators and Project Managers in preparing, revising and following up on project implementation plans, capacity-building plans and reporting requirements for partners
- Lead the development of the partnership capacity strengthening programme.
- Support the Coordination team, Field Coordinators, Project Managers and partners in proposal and budget development with partners.
- Update the partnership follow up tool and maintain a well-structured filing system for all partnership projects, including project reporting, photos, videos, and other means of verification, as well as detailed beneficiary records.
- Manage the partners' documents and beneficiaries' records confidentially and professionally.
- Any other tasks assigned by his/her line manager.

2. Partnership development and assessment

- Identify/assess potential new partners as per the mission strategy, standards and requirements.
- Coordinate the due diligence process for new partners, in coordination with all relevant departments at Coordination level.

- Maintain all due diligence documents for each partner and keep up to date as necessary.
- Support partners in complying with donor guidelines and ensuring that their procedures do not conflict with PUI's policies on HR, procurement, logistics and financial management.
- Determine appropriate partnership agreement type and draft agreement, considering the due diligence outcomes and specific project and donor requirements, liaising with the Grants Manager and Deputy Head of Mission for review and approval.
- Participate in kick-off meetings for projects with partnership and ensure partner's participation in all project cycle meetings.
- Participate in the sub-grant allocation processes (negotiated agreements and call for proposals).
- Organize joined lessons learned meetings with partners during and/or at the end of the partnership.
- Participate in monitoring visits to ensure effective partnership implementation.
- Analyse results of on-going partnerships, remote management, and results on the ground to produce lessons learned and inform strategic decision-making.

3. Partnership management and collaboration with partners

- Ensure partnership activities are implemented in accordance with best practices as well as with PUI policies and processes and partners' capacities.
- Follow up on partner's activities and make sure they are implemented following the validated work plan and according to the different standards and donor requirements i.e. Humanitarian principles, CHS (Core Humanitarian Standard), and any other relevant references.
- Work across programme and support departments to develop and/or adapt systems, policies, and SoPs that are supportive for partnership management and partner's activities implementation, support the contextualization of PUI's global tools and participate in their periodic review and update.
- Assists in the elaboration of partnership agreement amendments over the course of the partnership with PUI.
- Maintain complete and organized partnership files for each partner.
- Keep track of technical, operational, HR, financial and grants questions with partners and facilitate support from relevant departments to ensure continuous support throughout the programme cycle.
- Work collaboratively with partners and PUI staff to constructively resolve any issues that may arise.
- Follow up on partners' payments in a timely manner and facilitate the process with the finance team and partners by providing all the needed documents.
- Follow up on partners' payments in a timely manner and facilitate the process with the finance team and partners by providing all the needed documents
- Check, along with the Finance team at Coordination level, that finance justification and means of verification tools are provided by partners, to ensure they are scanned and sent by the partner to the Coordination Office on a monthly basis.
- Report to the Admin & Finance Coordinator and Logistics Coordinator any alert concerning partners' finance administrative and logistics processes
- Report to the Deputy Head of Mission Program and Grants Manager any alert concerning partner's program implementation.

4. Grants, Reporting, Monitoring, Evaluation Accountability and Learning

- Ensure that compliance with HR and finance, as well as MEAL and communication standards, is maintained through close coordination with technical departments in Coordination Office (Log, fin, audit, HR, program)
- Support partners in grants management and ensure that the partners meet accountability, reporting and MEAL requirements.
- Coordinate and support monthly narrative and finance reporting processes, including coordination of review and feedback from each relevant department.
- Ensure documentation and consolidation of success stories, in coordination with PUI Grants and Communication teams.
- Participate in the review of the partner's performance, including successes, challenges and lessons learned, fostering ongoing partnerships beyond the sub-award project cycle.
- Support the collection and check of accountability documents from partners and share with Coordination Office (such as distribution paper, photo, donation certificates, handover certificate etc.) according to the compliance process (check list) and guidance from technical department in Coordination Office (Log, fin, audit, HR, program)
- With the support of his/her line manager, ensure the documentation and uploading on PUI SharePoint of lessons learned, SoPs, ToRs, processes, operational strategy, methods and techniques and experiences acquired by the partnership.
- Support the line manager to prepare key lessons learnt exercises that include the experience of partners to improve programming afterward.
- Support the organization of spot-check visits to activities (remote or site visits) throughout the project cycle as per the technical guidance and ToR prepared at Coordination office.

5. Capacity Building:

- In coordination with relevant functions and with the partners, assess partners' institutional capacity through a thorough assessment to identify strengths, weaknesses, opportunities and threats.
- Ensure training needs of partner are documented, shared with his/her line manager and suggest and coordinate training plan between partners and Coordination Office
- Review partners' narrative and financial submitted reports and provide coaching and monitoring to partners at all levels.
- Ensure that partner's staff adhere to PUI ethical framework and facilitate training or briefing when necessary.
- Support the organization of trainings for partners by coordinating with relevant department and technical person at Coordination or base level.
- Share relevant fundings or trainings opportunities to partners

6. Representation:

- Participate to relevant meetings with local actors and coordination forum to coordinate the implementation of project activities when requested by his/her line manager
- Participate to relevant INGO Forum meetings related to partnerships guidance.
- Draft minutes of meeting of relevant meetings with partners and send them to his/her line manager.
- Participate in internal and external training when requested by his/her line manager.
- Participate in any internal and external audits linked to projects with local partners.
- Facilitate field visits of donors/coordination office when related to partners activities.

7. Profile

- Languages: Good written and verbal communication skills in Burmese and English.

Requirements:

- **Minimum Qualifications:** Bachelor degree in relevant field
- Minimum of 2-5 years of experience in partnership management, preferably within the international development sector or related fields
- Comprehensive understanding of partnership principles and best practices.
- Familiarity with donor requirements and compliance standards related to partnership agreements.
- Proficiency in Microsoft Office Suite and database management.
- Teamwork and organizational skills
- Willingness to travel frequently to project sites.

Due to the specific work to Premiere Urgence Internationale (PUI) and according to his/her responsibility stated here, the **Local Partnership Manager** is requested to stay at the organisation's disposal for any extra duties related to the work and this position and job description will be reviewed regularly in concordance with the development of the programs.

To Apply Online, please access via this link,

<https://docs.google.com/forms/d/19GxG0BUD9x6Ovr6MACqf2CXvC3TQI-BU8vkivpFfSns/edit>

- Applications from all origins, religion, gender, age, People Living with HIV
- Women and people with disabilities are encouraged to apply.
- Parents with small children can be provided with some flexibility. Every application will be reviewed as per the qualification, experience necessary for the position only.

CV with cover letter and relevant certificates can be sent to:

Coordination office, No. (91-G1), Than Lwin Street, Golden Valley, (1) ward, Bahan Township, Yangon

Please mention the applied position in Subject if you send your application via email.
Only short-listed candidates will be contacted for next selection process.