

TERMS OF REFERENCE

Manager - Gender and Inclusion Programming

Duty station:	Yangon, Myanmar (with considerable travel)
Position title:	Manager - Gender and Inclusion Programming
Reporting to:	Head of Programmes
Duration:	12 months initially (with possibility of extension subject to performance)
Contract type:	Full time

Background

The 'Paung Sie Facility' (PSF), is a multi-donor facility, primarily funded by the governments of the United Kingdom, Australia and Sweden. The PSF has a focus on the enhancement of social cohesion across Myanmar. Projects are generally small-scale and tailored to increase the prospects for a peaceful and cohesive society in Myanmar. NIS provides administrative and technical support to the PSF.

For more information on PSF, please see the PSF homepage: <http://www.paungsiefacility.org/>

For more information on NIS, please see NIS homepage: <http://www.nis-foundation.org>

Essential Functions

Reporting to the Head of Programmes, the Programme Manager is responsible for running day-to-day programming relating to gender and inclusion in both dedicated projects and across the PSF portfolio. The Programme Manager manages a dedicated Programme Officer and liaises regularly with other units of the PSF, including the Monitoring, Evaluation and Learning (MEL), Organisational Development (OD) and Finance units, in relation to the gender and inclusion portfolio. The Programme Manager is expected to understand global best practice and assist the PSF and PSF partners in applying this in pragmatic and innovative ways. The Programme Manager is expected to play a key role in contributing to a culture of energy, innovation and excellence within the PSF.

Main Responsibilities

- Lead PSF programming on gender and inclusion, providing innovative and practical programming solutions which are closely aligned to the PSF Strategy and ensure compliance with donor standards, international best practice and evolving peacebuilding literature
- Manage and provide ongoing mentoring and coaching of Programme Officers, including the delivery of technical guidance, allocation of duties and monitoring performance according to the PSF Performance Management Policy
- Establish and maintain excellent and effective working relationships with programme partners and PSF stakeholders
- Contribute to PSF strategy development through the provision of strategic programmatic advice to PSF management related to gender and inclusion on an ongoing basis
- Work with IPs to develop robust grant proposals, which meet expected PSF standards and donor requirements, through the direct provision of high quality technical and programming support
- Carry out in-depth appraisal of project proposals submitted by Implementing Partners (IPs), providing guidance on areas requiring further development, according to PSF and donor criteria
- Contribute to the ongoing development of risk management systems, ensuring appropriate risk assessments are carried out at the programme and project levels
- Provide ongoing practical support and advice to IPs to ensure the delivery of effective and responsive programming that reflects global lessons and Myanmar opportunities

- Manage specialised funding opportunities aimed at gender and youth inclusion
- Support IPs by providing guidance on integration of gender and inclusion in their PSF-funded projects
- Provide contextual analysis relating to gender and inclusion and remain abreast of national and global practice and policy relating to gender, peace and security
- Translate concepts into practical on the ground deliverables
- Ensure complementarity and alignment with other PSF programme themes through close technical engagement with other Programme Managers
- Work closely with the PSF MEL team to identify appropriate monitoring and evaluation indicators and means of verification to ensure effective measurement of project deliverables
- Provide support to the Head of Programmes in ensuring the effective delivery of the Steering Committee Secretariat function
- To confidently access, engage with and influence senior national and international interlocutors and decision-makers
- Undertake regular project site visits, sometimes at short notice
- Other tasks as required by Head of Programmes

All PSF staff must adhere to NIS and PSF codes of conduct, handbooks, guidelines and policies.

Desired qualifications

- Master of Peacebuilding, International Relations, Business Administration or equivalent. Specialisation in gender equality or Gender, Peace and Security highly desirable
- 10-15 years expertise with at least five years of progressive management experience internationally and in cross-cultural, international organizations with as specific focus on gender and inclusion
- Comprehensive understanding of gender and inclusion issues in Myanmar as it relates to social cohesion, conflict and peacebuilding
- Strong knowledge and experience of community and intercommunal relations in Myanmar
- Expertise in developing and implementing programmes related to gender and inclusion
- Demonstrated skill in translating evidence and theory to innovative practical initiatives and outcomes
- Demonstrated experience and knowledge of grant-management
- Demonstrated ability to communicate with multiple stakeholders in complex environments
- Experience working in transitional environments and with donor programmes
- Strong networking and influencing skills
- Strong communication skills essential, Myanmar language skills preferred

Success Factors

- A capacity to identify entry points and opportunities for interventions and manage risks and challenges for such initiatives
- Strategic sense with a focus on detail and providing creative solutions at the programme and project levels
- Robust networking skills and an ability to create synergies between individuals, organisations and initiatives
- An energetic team player with the ability and inter-personal skills to engage, motivate and empower partner organisations and team members
- An eye to ways to improve the organisation by enhancing PSF systems and processes
- Keen sense of ethics, integrity and commitment to PSF's mandate

All applications must be submitted by 16 January 2019 via our dedicated online system, which may be accessed at the following address: <https://app.smartsheet.com/b/form/b494d83c172e427ba25dd692f7e259d3>

Valid applications must contain a cover letter, a CV (maximum 2 pages), as well as a minimum of 3 references.