

TERMS OF REFERENCE

Programme Manager – Peacebuilding and Social Cohesion

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| Duty station: | Yangon, Myanmar (with considerable travel) |
| Position title: | Programme Manager – Peacebuilding and Social Cohesion |
| 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. In operation since 2014, the PSF has a focus on enhancing social cohesion across 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 developing and overseeing day-to-day programming operations and working closely in a co-design and advisory capacity with partners in the area of peacebuilding, social cohesion, and faith-based programming, ensuring synergies within the PSF portfolio and with other relevant funds and programmes operating in Myanmar.

The Programme Manager manages a Programme Officer and liaises regularly with other units of the PSF. The Programme Manager is expected to understand global best practice as it relates to peacebuilding and social cohesion programming and will be adept at supporting PSF partners in applying this in pragmatic and innovative ways in the Myanmar context. A particular focus will be programmes applying contact-theory based interventions, and intergroup dialogue activities.

The Programme Manager will play a key role in contributing to the PSF culture of energy, innovation and excellence.

Main Responsibilities

- Lead PSF programming on developing peacebuilding and social cohesion approaches at community, leadership and policy levels that encourage change in perspectives, beliefs, social norms and entrenched practice, providing innovative and practical programming solutions which are closely aligned to the PSF Theory of Change.
- Explore new ways of scaling up existing PSF approaches, including but not limited to intra and inter- group dialogue approaches, informed by global best practice.
- Work with partners to co-design and deliver targeted programmes, providing ongoing advice and support, translating concepts into practice, and provide contextual analysis relative to social cohesion programming.
- Establish and maintain excellent and effective working relationships with partners and PSF stakeholders.
- Work with Implementing Partners (IPs) to develop robust grant proposals, appraise proposals, and support adaptive implementation, through the direct provision of high quality technical and programming support to international donor standards.
- Manage a Programme Officer and provide ongoing mentoring and coaching including the delivery of technical guidance, allocation of duties and monitoring performance according to the PSF Performance Management Policy.
- Contribute to PSF strategy development through the provision of strategic programmatic advice to PSF management on an ongoing basis.
- Support the organisation of Social Cohesion working group meetings, learning events and coordination meetings. Liaise and participate to meetings, events and initiative relevant to the programming area.

- Work closely with the PSF Monitoring, Evaluation and Learning (MEL) team to identify appropriate monitoring and evaluation indicators and means of verification to ensure effective measurement of project deliverables.
- Confidently access, engage with and influence senior national and international interlocutors and decision-makers.
- Other tasks as assigned by the Head of Programmes.

Qualifications

- Master of Peacebuilding, International Relations, Politics or equivalent. Specialisation in peacebuilding, dialogue, social cohesion highly regarded.
- 10-15 years expertise with at least 5 years of progressive management experience internationally and in cross-cultural, international organizations, with demonstrated experience in peacebuilding programme design and delivery, particularly related to dialogue initiatives.
- Knowledge and experience of community and intercommunal relations in Myanmar.
- Expertise in developing and implementing programmes in Myanmar or in similar contexts.
- Experience of working with faith-based organisations.
- Demonstrated experience and knowledge of grant-management.
- Demonstrated ability to communicate with multiple stakeholders in complex environments.
- Strong networking and influencing skills.
- Strong communication skills in English essential.

Success Factors

- A capacity to identify entry points and opportunities for interventions and manage the 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 and leader 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 via our dedicated online system, which may be accessed at the following address <https://app.smartsheet.com/b/form/a5149d6f0899434188ebce9ae86b54ee>

Please note, applications will be considered on a rolling basis and the position will remain open until a successful candidate has been identified. Early applications are strongly encouraged. More than one candidate may be appointed to this position. International, regional and national specialists are encouraged to apply for this role.

Valid applications must contain a cover letter, a CV (maximum 4 pages), as well as a minimum of 3 references. Please note, that applications which do not follow these instructions will not be considered.

Any queries should be directed to recruitment@paungsiefacility.org