NRC is looking for a **Programme Manager, North-East** to join the INGO Forum in Myanmar. The role holder will work closely with INGO Forum members to support humanitarian coordination and operational response among key actors. He/she will lead the INGO Forum’s work on localisation, ensuring the inclusion of local and national organisations.

If you are a diplomatic and collaborative leader; with strong interpersonal, networking, collaborative, and stakeholder management skills; as well as good negotiation and communication skills; and the ability to build constructive relationships with external parties, then this is the role for you.

**This position is open to Myanmar National only**

**What you will do**

- **Sub-National Coordination (30%)**: Serve as the INGO Forum’s representative in North-East Myanmar, coordinating operational and advocacy work.
- **Information Management (20%)**: Develop and maintain a network of response organisations.
- **Coordination & Networking (15%)**: Coordinate with internal and external actors to enhance overall humanitarian efforts.
- **Localisation & Responsible Partnerships (25%)**: Leading localisation strategies.
- **Communication & Analysis (10%)**: Joint messaging and evidence-based analysis

**What you will bring**

- Bachelor’s degree.
- Coordination, information management, communications, and/or advocacy experience in a humanitarian, recovery, development and/or peacebuilder context.
- Humanitarian response and development expertise.
- Support meetings and workshops organisation experience.
- Stakeholder coordination track record.
- Strategy and policy development, and work plan implementation experience.
- North-East Myanmar context exposure and knowledge.
- English and Burmese fluency, both written and verbal.

**What makes this position attractive?**

- This position will work closely with INGO Forum members and response actors in the North-East (principally Kachin and Shan States) to support humanitarian coordination and operational response among key actors.
- The role holder will work closely with the INGO Forum Secretariat in advising the Forum’s membership and partners, advisory tasks, information sharing, capacity strengthening, and supporting policy and advocacy work.
- The Programme Manager will provide strategic oversight of the Forum’s Partnerships workstream, leading meetings and coordinating members’ engagement with key policies and processes that impact INGOs and civil society.
- The role holder will ensure the inclusion of local and national organisations, leading the INGO Forum’s work on localisation, including its interaction with similar processes.
led and coordinated by external organisations; and work with Civil Society Organisations networks around needs and priorities.

- Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility.
- Learn more about NRC’s operation in Myanmar here.

What we offer

- **Kachin State, Myanmar** duty station.
- **12-month** contract duration.
- **Grade 9** in NRC’s Salary Scale, with accompanying terms and conditions. NRC offers a competitive compensation and benefits package.
- NRC is an equal opportunities employer and aims to have staffing diversity in terms of age, gender, ethnicity, nationality, and physical ability.
- We think outside the box, encourage ideas, and give responsibility to all employees at all levels. You will have many opportunities to be heard and take the initiative.
- Find out more about the benefits of working for NRC.

Important information about the application process

- **Internal candidates:** log in with your **official NRC email address** or click on **Opportunity Marketplace**.
- **This position is open to Burmese Nationals only.**
- When creating your profile, include your full name as per your passport or NRC (National Identifier).
- Apply by completing all the **system-required fields** of your experience, employment history, and education in your application.
- Ensure to attach your latest CV.
- Submit your application and CV in **English**.
- Don’t meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. NRC is dedicated to building a diverse and inclusive workplace, so if you’re excited about this role and you meet most, but not all the requirements, we encourage you to apply anyway.
- Applications that do not meet the minimum standards in terms of experience or qualifications will generally not be considered.
- Unsolicited applications not related to this specific job advertisement will not be considered.
- Only shortlisted candidates will be contacted. We receive many applicants for each vacant position. Unfortunately, we do not have the resources to give detailed feedback to applicants who have not been shortlisted.
- For any queries, please email us at [aela.recruitment@nrc.no](mailto:aela.recruitment@nrc.no) with “INGO Forum Programme Manager North-East Myanmar” as the subject line. This email address is for queries only. Applications will not be accepted via email.

**Why NRC?**

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation helping people forced to flee. Our 15,000 staff work in crises across 40 countries, providing life-saving and long-term assistance to millions of people every year.
NRC responds to the diverse needs faced by populations in Myanmar through the delivery of integrated programming and advocacy to ensure that conflict and displacement-affected communities can meet their needs and exercise their rights. NRC works with a range of different local and international partners to deliver a multi-faceted response that includes emergency response to rapid onset needs, providing essential services to internally displaced people in protracted displacement, and contributing to pathways to durable solutions.

We are looking for people who are passionate about helping refugees and people forced to flee. Are you one of those people? If you are, NRC offers you the opportunity to:

- Do demanding and professional work, often in challenging contexts.
- Join a work culture that empowers every employee to share ideas and take responsibility.
- Be part of a welcoming and supportive community committed to human dignity.

Learn more about NRC here.

Interested individuals are requested to submit CV including an application letter and contact details of two referees (No other supporting documents are required at this stage) before 20th March 2024, 23:29 Thailand Time.

User guide for application at NRC => External here, Internal here

Link to VA for the application: APPLY NOW

“In the selection of its staff NRC is committed to gender balance and diversity without distinction as to race, sex, religion, HIV/ AIDS status and without discrimination of persons with disabilities: Qualified women candidates are strongly encouraged to”