



THE INTERNATIONAL LEGAL FOUNDATION

Job Announcement

Title: Deputy Director
Location: Yangon, Myanmar
Reports to: Country Director
Last Updated: June 2024

ABOUT THE ILF

The International Legal Foundation (the ILF), an international not-for-profit organization was created in 2001, for the purpose of assisting post-conflict and transitional countries in developing effective legal aid systems. (www.theilf.org). In 2017, the ILF established a new legal aid program in Myanmar, with the goal to train and mentor Myanmar lawyers and multi-disciplinary defense teams to provide quality, holistic criminal defense services to poor people charged with crimes. ILF Myanmar now has four offices across the country with legal and support staff, with a high volume of work. The ILF also seeks to expand its operations in other regions of Myanmar to increase its outreach to marginalized people in conflict with the law.

The ILF is seeking a full-time Deputy Director to be a part of the senior management team that oversees the program and provides leadership to the staff around the country. The Deputy Director is responsible for managing the day-to-day operations of the ILF in Myanmar including supporting planning, monitoring and implementation of all projects and activities. S/he will ensure that goals and objectives are communicated throughout the office and that activities are timely, effectively and efficiently implemented. The Deputy Director supports the work of ILF Myanmar's Country Director and the ILF New York team to advance legal aid policy in Myanmar and works with lawyers and office leaders to develop strategies to address legal violations and barriers in access to justice. The Deputy Director supports ILF Myanmar's supervision, training and monitoring and evaluation systems as well as proposal and report drafting. The Deputy Director collaborates with the Country Director to maintain a high level of awareness on projects and anticipate and resolve issues and conflicts as they arise.

Key Responsibilities:

- Day to day management of the ILF Myanmar to ensure efficiency of office operations, including keeping up to date on issues related to ILF Myanmar's ability to do its work safely and effectively in Myanmar, and the environment in which the organization operates.
- Work with the Country Director, Program Coordinator and Database Manager to manage, monitor, report and coordinate the ILF Myanmar's grants portfolio, including: grant requirements and due dates; tracking objectives, activities, expected results, and indicators of success; undertaking qualitative and quantitative program analysis and periodic reviews of progress; and developing improved processes;
- Draft, edit, revise and otherwise assist with report writing, including regular narrative, data and financial progress reports, which demonstrate the impact of the ILF's work for donors in accordance with their grant requirements, and collaborate in the drafting of concept notes, project proposals,

and external documents. Work with the ILF's Advocacy and Communications team to contribute to the development of other publications that further the ILF's advocacy;

- Manage the development and implementation of activities (trainings, workshops, consultations, roundtables, meetings) in coordination with other stakeholders and in support of the ILF's mission and strategies;
- Lead, plan, manage and supervise implementation of ILF's expansion of its operations in other regions in Myanmar.
- Oversee and supervise the HR and Operations Manager and ensure development and compliance of ILF policies and procedures, as well as implementation thereof, including the regular supervision and conduct of annual evaluations for all ILF staff;
- Coordinate with the finance team and work closely with the Finance Director to ensure financial policies and procedures are followed and that budgeting and spending are on track and discuss with the senior management team challenges that arise with funding and financing;
- Represent the ILF in meetings with outside groups, as necessary and appropriate, and support the ILF Myanmar offices to communicate with donors, justice stakeholders and other key government, civil society, and community organizations, as necessary and appropriate, and in collaboration with the Country Director and the ILF New York team;
- Travel to ILF offices and other locations across Myanmar, as requested, to coordinate program activities, monitor program progress and represent the ILF;
- Bring innovation and creativity to interventions and initiatives that aim to build justice sector understanding of the right to counsel and their role in ensuring access to justice.

QUALIFICATIONS AND EXPERIENCE:

- 5+ year of program management experience and proven understanding of monitoring and evaluating grant-supported projects
- Knowledge of criminal justice/indigent defense issues and understanding of the roles that direct services, policy advocacy, and communication can play in advancing social change
- Proficiency of Myanmar and English Language, including reading, writing and speaking, and ability to draft reports in English and Myanmar
- Proficiency with Microsoft Office Suite, including Outlook, Word, Excel
- Excellent communication and writing skills, and ability to think creatively and work in a team
- Proven capacity to multi-task, organize and strategize in a fast-paced environment
- University degree in a related area
- Willingness to travel within Myanmar as needed
- Demonstrated commitment to the mission of the ILF
- People convicted of sexual exploitation and abuse are prohibited from employment with the ILF

Kindly submit your resume and a thoughtful cover letter that includes your monthly salary requirements and answers the question "How has your background or experience, professional or otherwise, prepared

you to contribute to the ILF's mission?" to info@ilf-m.org. No telephone inquiries please. Only candidates selected for an interview will be contacted.

Antiracism, diversity, and equity are critical to the ILF's mission to secure equal access to justice for all. Our success is dependent upon providing the space, resources, and support that allow our global team to bring their full selves to work, and to thrive. The International Legal Foundation is an equal opportunity employer. We practice inclusive hiring and work to achieve and maintain diversity across races, genders, sexualities, abilities, and experiences. We strongly encourage candidates of all identities to apply.