



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. 57795

(National Only)

Four Core values of IRC

Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

Service

We are responsible to the people we serve and the donors who enable our service.

Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

From Harm to Home

The mission of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. www.theirc.org

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying for?	WPE Manager
Number of Opening	1
Who you report to?	WPE Senior Manager
Where you work?	Mandalay
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 th Month Pay + Severance + Leaves Entitlements)
When can you apply?	During 26 th May 2025 to 31 th May 2025
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse".
What is your Job Scope?	Scope of work: The WPE Manager will be based in Mandalay City. The position will be responsible for day-to-day management and oversight of WPE programming, including direct supervision, support, mentoring, and monitoring of program staff and program activities. This will include emergency response, integration of sexual and reproductive health and rights, protection, and WASH programming. The position is responsible for technical quality in program set up and implementation, particularly overseeing GBV case management, SRH integration, protection, and MHPSS, safe space programming for women and girls. The manager will oversee GBV prevention interventions, including GBV rapid assessments, risk mitigation, and awareness raising in all project sites, both IDP sites and the host community. They will also support monitoring and evaluation, including data collection and quality. They support the WPE senior manager for Sagaing and Mandalay in developing and contributing to the

WPE program and strategies. The position requires a personal commitment to advancing women's rights and working on behalf of women and girls in the community.

The WPE Manager oversees and supervises the Mandalay WPE senior program officer and indirectly manages Response and Prevention Officers, community-based staff, including Senior outreach worker, community focal points, case workers, WGWC attendants, and WGWC security guards. The WPE Manager will work closely with the WPE Senior Manager in Mandalay and the WPE Managers for Sagaing and the WPE M&E Manager on technical oversight and to collaborate and coordinate on lessons learned and best practices.

Major Responsibilities:

Technical Quality

- Support the setup of GBV Response services, including establishing WGWC and GBV case management services.
- Ensure that response work with survivors, including case management and psychosocial interventions, adheres to best-practice principles when working with survivors of GBV.
- Establish GBV prevention activities, including outreach and awareness, that are implemented according to best practices and technical guidelines.
- Lead emergency response activities in Mandalay, including GBV emergency assessments.
- Assess and analyze the GBV situation in Mandalay to develop a holistic program based on an understanding of GBV issues, including safety audits and reports.
- Ensure that ethical and sound data collection and information management systems are in place for analysis, planning, evaluation, and advocacy of GBV data.
- Work with the program staff to ensure that field experiences are documented and used for learning and to advocate on behalf of the communities with which we work.
- Provide technical capacity building and training to IRC WPE and non-WPE staff, as well as key actors in Mandalay.
- Support exploration and development program expansion options

Staff Supervision & Development

- Lead in recruiting new staff in coordination with human resources and the Senior WPE Manager
- Directly supervise Senior program officer and indirectly manage Response and Prevention Officers, community-based staff, including community focal points, case workers, WGWC attendants, and WGWC security guards.
- Directly monitor, supervise, and mentor teams; 1:1 meeting with direct reports.
- With the support of the Senior WPE Manager, build capacity and skills around program management, grants, management, spending plans, work plans, coordination, and staff supervision.
- Identify training needs for WPE staff, and support organization and facilitation of training to meet those needs, in collaboration with the Senior WPE Manager
- Provide guidance and technical support to teams through regular field monitoring visits.
- Provide training and capacity building to other IRC departments in conjunction with department managers.

Grants Management

- Prepare and maintain/update detailed work plan(s) and spending plans that support and achieve program activities.
- Provide accurate and regular narrative and financial reports, as well as document results and maintain detailed records of program activities for timely submission, as required by IRC and donor policies.
- Conduct and draft needs assessment reports and other internal reports as required by Senior WPE Manager and WPE Coordinator or as appropriate under the circumstances – this includes safety audits and GBV assessment reports.
- Support drafting of program quarterly/annual donor report as required.
- Support drafting of program briefing materials and respond to requests for program information from IRC Regional Management, IRC HQ, donors, Myanmar Government and others.

Coordination and Representation

- Coordinate with IRC Health, Protection, and WASH teams and the other WPE Managers in program planning and implementation
- Support Senior WPE Manager to communicate and coordinate with UN and NGO partners, ministry departments, local authorities, and beneficiaries in planning and response to emergencies.
- Liaise regularly and work closely with program, operations and finance staff in the field office and Yangon to coordinate program planning.
- Develop and maintain effective working relationships with relevant stakeholders including community leaders and other implementing partners.
- As requested, regularly attend GBV coordination meetings in the field as well as other cluster meetings as appropriate. Make sure meeting updates and decisions are shared with the wider group.

Other

- Ensure all activities are carried out in accordance with IRC Operational policies.
- Other duties as assigned by the supervisor particularly with regards to Protection-focused activities
- The WPE Manager position is based in Mandalay, with frequent travel required to project sites; candidates with strong knowledge of the local context are encouraged to apply.

What should you have?

Education

- Bachelor of Arts or Science in Social Science, Public Health, Humanities or other related field

Experiences

- At least 3 years of professional experience in NGOs in implementing community based GBV response and prevention activities and managing teams.
- Strong desire to work with women and girls and effectively address the issues they face in Sagaing State
- Previous work with or within a women's organization or international NGO, preferred.
- Experience facilitating trainings, workshops, or mentoring other.
- Experience living and working in a high pressure and provide positive track record of adapting to sensitive contexts (such as attention to language, ethnic tensions, etc).
- Knowledge and experience with GBV case workers and community outreach and mobilization including emergency response.
- Experience supervising a multi-ethnic staff in a complex, insecure emergency setting.

Competency

- Good understanding of humanitarian principles of humanity and neutrality
- Clear understanding of gender equality, human rights, and issues surrounding violence against women and girls
- Strong coordination and partnership skills; knowledge and best practice around partnership principles
- Positive and professional attitude, including ability to lead and work well in a team setting as well as work with implementing partners.
- Demonstrated understanding of and ability to maintain confidentiality and respect for clients.
- Be able to work independently and taking initiative while also working as a team member.
- Strong ability to organize work, meet deadlines, maintain composure, prioritize work under pressure, coordinate multiple tasks, and maintain attention to detail.
- Computer skills in Microsoft Office

Language Skills:

- Fluency in English, Burmese

Deadline	Application Link
5pm on Saturday, May / 31 / 2025.	https://rescue.csod.com/ux/ats/careersite/1/home/requisition/57795?c=rescue
<u>Notes:</u> <ul style="list-style-type: none">➤ I Resume/Application is requested to be submitted in Microsoft Word Format.➤ Please clearly mention the Position and Location you are applying for in the email Subject Line.➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status, or disability. IRC's GEDI, Gender Equality Diversity and Inclusion policy applies to all IRC Staff.➤ IRC practices zero-tolerance against any abusive action. IRC's Child Safeguarding and Adult Safeguarding Policy applies to all IRC staff.➤ Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will result in the termination of the employment contract even after successfully being selected.➤ IRC regrets to inform you that only short-listed candidates will be contacted.	