



# INTERNATIONAL RESCUE COMMITTEE

## Vacancy Announcement-Ref No. 57804

(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](http://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 Prevention Officer
Number of Opening	1
Who you report to?	WPE 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 <sup>th</sup> Month Pay + Severance + Leaves Entitlements)
When can you apply?	During 11 <sup>th</sup> April 2025 to 21 <sup>st</sup> April 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?	<p><b>Scope of work:</b></p> <p>The WPE Prevention Officer will oversee prevention and risk reduction activities such as safety audits and awareness sessions, and efforts to engage the community in IRC sites. The WPE Prevention Officer will provide technical support and guidance to the community focal points. This position will lead all awareness raising and information dissemination activities with the community to ensure services are accessible to women and girls. The Prevention Officer will also seek to ensure data collection and entry is completed accurately and according to GBV confidentially best practices, for monitoring and evaluation purposes, and will review and submit to WPE Manager/M&amp;E Manager on a regular basis. The position requires a personal commitment to advancing women's issues and working on behalf of women and girls in the community. Further, s/he will assist with the facilitation of awareness-raising sessions. This position will be based in Mandalay.</p>

## **Major Responsibilities:**

### **Technical Quality**

- Reinforce adherence to the GBV guiding principles throughout all WPE activities.
- Ensure the voices of women and girls are integrated into all activities and discussions.
- Carry out and analyze information from GBV assessment and safety audits, and community consultations to identify risks faced by women and girls.
- Engage the community in understanding the IRC WPE program to ensure buy-in and support for associated activities.
- Provide training/mentoring to partner organization staff to implement all prevention activities, including assessment and risk identification activities, and ongoing coaching to partner staff if relevant.
- Provide prevention-related training for both IRC and partner staff.
- Conduct twice a month facilitation spot-checks for prevention staff\_ community focal points in GBV awareness sessions.
- Review weekly work plans with the prevention team
- Conduct regular team meetings with prevention staff and address the concerns and technical issues raised by the team.
- Support WPE Manager on training for community leaders and other INGO staff as necessary.
- Develop strategies for sharing information with communities, particularly women and girls, about free services available to them.

### **Grant Monitoring and Reporting**

- Prepare and submit weekly, monthly, and quarterly work plans in a timely manner for supervisor review and feedback
- Compile and develop monthly activity report for submission to the WPE Manager
- Ensure that all prevention relevant financial documents are accurately completed and submitted, as required by IRC policies
- Ensure data collection and M&E measures are carried out correctly and turned in monthly

### **Coordination and Representation**

- Identify concerns related to safety and security, water and sanitation access, etc., and develop strategies for constructively sharing these concerns with relevant actors, including other sectors inside the IRC.
- Support other stakeholders, including local authorities, actors, other humanitarian actors, and communities/leaders in identifying strategies that reduce risks faced by women and girls.
- Communicate regularly with other WPE and operations teams to ensure that the program's operational needs are met in an organized and timely fashion
- Collaborate with WPE Officers and Managers to streamline procedures and develop ways to improve program efficiency
- Collaborate with other IRC sectors to enhance integrated programming.
- Support M&E Manager for keeping documentation in a systematic manner
- Contribute to the strategic vision and planning of WPE program and activities in collaboration with WPE Senior Manager, Manager, and other officers.
- Coordinate closely with WPE Manager for advocacy issues
- Attend meeting on behalf of the WPE program as relevant or requested. Make sure meeting updates and decisions are shared with the wider group.
- Serve as a focal of IRC WPE Prevention team to the external community

**Other**

- Ensure all activities are carried out by IRC policies and procedures.
- Other duties as assigned by the supervisor to enable and develop IRC programming.

**What should you have?**

**Education**

- Bachelor's Degree or equivalent work experience.

**Experiences**

- At least 2 years of professional experience in NGOs in community mobilization, social work, counseling, or psychosocial programs
- Demonstrated working experience in community engagement and behavior change activities.
- Experience facilitating trainings, workshops, or mentoring others.

**Competency**

- Familiarity with emergency contexts and issues, particularly in central Myanmar
- Clear understanding of and experience related to gender, human rights, and issues surrounding violence against women and girls.
- Strong desire to work with women and girls and address the issues they face in in central Myanmar.
- Demonstrate understanding of and ability to maintain confidentiality and respect for clients.
- Previous work with or within a women's organization, preferred.
- Strong ability to organize work, coordinate multiple tasks, meet deadlines, work in a professional environment, work under pressure, and work within a multi-culture team.
- Ability to develop and maintain effective working relationships with relevant stakeholders including community leaders and other implementing partners.

**Language Skills:**

- Excellent written and oral communication skills in Burmese, strong interpersonal skills
- Ability to communicate in English and be computer literate.

Deadline	Application Link
<b>5pm on Monday 21<sup>st</sup> April 2025</b>	<a href="https://rescue.csod.com/ux/ats/careersite/1/home/requisition/57804?c=rescue">https://rescue.csod.com/ux/ats/careersite/1/home/requisition/57804?c=rescue</a>
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>➤ I Resume/Application is requested to be submitted in <b>Microsoft Word Format</b>.</li> <li>➤ Please clearly mention the Position and Location you are applying for in the email Subject Line.</li> <li>➤ 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.</li> <li>➤ IRC practices zero-tolerance against any abusive action. IRC's Child Safeguarding and Adult Safeguarding Policy applies to all IRC staff.</li> <li>➤ 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.</li> <li>➤ <b>IRC regrets to inform you that only short-listed candidates will be contacted.</b></li> </ul>	