



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. 57803

(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 Response 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 th Month Pay + Severance + Leaves Entitlements)
When can you apply?	During 11 th April 2025 to 21 st 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?	Scope of work: The WPE Response Officer will be responsible for overseeing the day-to-day activity of the GBV Response program in Mandalay. The Response Officer will help develop work plans and ensure weekly work plans are carried out in each location, all monitoring and evaluation collection and reporting, and the quality delivery of services. The position will provide technical support to the Case Workers and the WGWC Attendant. The position guides Senior Caseworkers on case management procedures, documentation of cases according to the case filing system, and proper organization and storage of case files. The Response Officer will also seek to ensure data collection and entry are completed accurately and according to GBV confidentiality best practices, for monitoring and evaluation purposes, and will review and submit them to the WPE Manager regularly. Further, s/he will assist with the facilitation of psychosocial support groups and Psychological first aid sessions. This position will be based in Mandalay.

Major Responsibilities:

Technical Quality

- Supervise and guide caseworkers and WGWC attendants.
- Develop curricula for life skills and PSS relaxation sessions.
- Ensure that case management guidelines are followed, including case management procedures and GBV guiding principles.
- Ensure cases are properly documented according to case file system and that case files are properly managed and stored in line with confidentiality requirements.
- Provide guidance to Caseworkers on data entry procedures; ensure data is entered and stored accurately and according to GBV confidentiality best practices.
- Assist with the facilitation of psychosocial support groups.
- Support Caseworkers with the startup of psychosocial support groups across program sites
- Review activity work plans
- Co-facilitate groups on a weekly rotating basis if necessary.
- Provide ongoing mentoring and support to caseworkers in group facilitation throughout the process.
- Review weekly work plans and assist with planning as necessary.
- Ensure necessary materials are provided for psychosocial and life skills groups, including raising purchase requests, following up with logistics teams and delivery of materials.
- If the program moves to mixed or fully partner implementation, support partners with the technical quality points above.

Grant Monitoring and Reporting

- Prepare and submit monthly and quarterly work plans promptly for supervisor review and feedback.
- Compile and develop a monthly activity report for submission to the WPE Response Officer.
- Ensure that all relevant financial documentation is 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 service provision and access to services and develop strategies for constructively addressing them with other relevant actors.
- Work closely with the manager to establish referral pathways by conducting service mapping in program areas, engaging with external agencies, and advocating as needed to improve access and quality of referrals available to GBV survivors, and conduct monthly case file review.
- Support other stakeholders, including government actors, other humanitarian actors, and communities/leaders in identifying strategies that address the concerns and needs of 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.
- Coordinate with other IRC teams e.g., health, etc. to improve 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.

- Attend meetings 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 point of IRC WPE response 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 with women and girls, especially on GBV response and prevention activities.
- Demonstrated working experience in designing and delivering training and workshops.
- Strong organizational, interpersonal, and communication skills, including the ability to design and facilitate training and workshops.
- Demonstrated working experience with diverse ethnic and religious groups.

Competency

- Demonstrate understanding of and ability to maintain confidentiality and respect for clients.
- Demonstrated ability to manage staff and support their ongoing professional development.
- A very strong understanding of WPE concepts, including the root cause of GBV and its harmful effects on individuals and communities.
- A clear knowledge of guiding principles for working with GBV survivors and the GBV case management process.
- Commitment to reducing GBV in the community, empowering women and girls, and providing support to GBV survivors.
- Understanding of local context, sensitivities, and needs regarding GBV issues
- Strong vision for WPE program development
- Able to communicate clearly and effectively with diverse groups and individuals, including community leaders, donors, beneficiaries, and staff.
- Able to effectively supervise a team by providing strong guidance, technical support, knowledge, active listening, and leading by example.
- Flexible and patient in adaptation to evolving program needs.
- Able to independently and creatively solve day-to-day challenges as they arise.
- Creative and able to adjust programming based on context and evolving needs.
- Organized with attention to detail.
- Excellent written and oral communication skills in Burmese, strong interpersonal skills

Language Skills:

- Fluent in Burmese and strong in English Speaking, Listening, Reading and Writing

Deadline	Application Link
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5pm on Monday 21st
April 2025

<https://rescue.csod.com/ux/ats/careersite/1/home/requisition/57803?c=rescue>

Notes:

- 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.**