



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. 57797

(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 Senior Program 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 Senior Program Officer will support the WPE manager to establish and oversee overall GBV response and prevention activities in WPE Project sites in Mandalay. She/He will coordinate with the WPE Senior Manager and Manager in developing program strategy and design at identified service locations according to context, capacity, and local needs. Additionally, she/he will be responsible for the coordination and representation of WPE's programming among community leaders and other NGOs. The WPE Senior Program Officer will directly supervise and provide technical support to WPE Response Officers and WPE Prevention Officers to support the productive day-to-day operation of program activities. These activities include GBV programming – GBV, SRHR, and protection awareness sessions, case management, coordination with GBV actors and other stakeholders to provide referrals and quality service, and psychosocial support group sessions. She will be responsible for hiring, providing training, and supervising staff at these locations, as well as overseeing the day-to-day operation of program activities.

The position will be based in the IRC Mandalay office, with often travel to project sites.

Major Responsibilities:

Technical Quality

- Support the WPE Manager to establish and strengthen GBV programming according to identified service gaps and community needs.
- Provide direct technical support to Response officers, Prevention officers in the provision of GBV response and prevention services, serve as a technical focal person for program work.
- Manage and organize in provision of emergency assistance to vulnerable women and girls, and the distribution of NFIs to vulnerable beneficiaries.
- Conduct skill assessments for Response officers and support, providing technical support to case workers to promote the capacity and skillfulness of staff who are providing direct services to GBV survivors.
- Identify any technical issues raised by the team through the regular field visit and meetings, then make sure to address technical issues.
- Conduct weekly case review meetings for technical guidance in case management and ad hoc meetings for urgent needs and emergency cases.
- Lead referral and service mapping in Mandalay.
- Ensure proper tracking for response activities, storage in soft and hard copies according to the Data Protection protocol in GBVIMS.
- Work closely with the WPE M&E manager to ensure data validation and accuracy of case data.
- Address any technical issues raised by the Response team.
- If the program moves to mixed modality or fully partnership modality, support partners technically in the areas above (including through training, coaching, etc.)

Staff Supervision & Development

- Oversee the day-to-day operation of WPE program activities.
- Directly supervise Response and Prevention officers and community-based staff.
- Assist WPE Manager in developing an annual work plan for program activities and ensure the activities are on track.
- Conduct regular spot facilitation checks through field monitoring visits and other requested MEAL activities.
- Oversee the startup of new activities, including Psychosocial Support Groups activities.
- Ensure the monitoring data is correct according to GBVIMS.
- Support staff capacity and administrative tasks.
- Facilitate weekly Officer Meetings to discuss program challenges and plans for ongoing and new activities.
- Contribute to the strategic vision and planning of WPE programs and activities in collaboration with WPE Managers and Officers, including identifying program gaps and areas for growth and improvement, and developing creative solutions to existing challenges.
- Promote GBV Guiding Principles of safety, confidentiality, non-discrimination, and respect throughout all WPE activities.

Coordination and Representation

- Coordinate with Managers and Senior managers to lead program strategy and design at identified service locations, according to context, capacity, and local needs.
- Coordination and collaboration with WPE team members and other departments, such as health program and protection program in the implementation of integration activities, promotion of capacity building.

- Attend coordination meetings (with NGO staffs, in the community) on behalf of the WPE program. Make sure meeting updates and decisions are shared with the wider group.
- Conduct meeting with government actors (polices) and other relevant actors to advocate the safety and security issues for women & girls and prevent & response GBV in collaborative approaches.
- Respond to community and beneficiary complaints in a timely and professional manner, with support from the WPE Manager as needed.
- Liaise with external partners, including the health and protection sectors, and advocate as needed.

Other

- Compile and submit monthly activities report, and quarterly report on a regular basis to WPE Manager and WPE M&E Manager.
- Ensure all activities are carried out in accordance with IRC Operational policies.
- Other duties as assigned by the supervisor to enable and develop IRC programs.

What should you have?

Education

- Bachelor's Degree or equivalent work experience.

Experiences

- Demonstrated working experience with women and girls, especially on GBV response and prevention activities.
- Demonstrated working experience in designing and delivering trainings and workshops.

Competency

- Strong organizational, interpersonal, and communication skills, including the ability to design and facilitate training and workshops.
- 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 adaption 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.
- Self-starter who is motivated to proactively address program gaps and strengthen existing activities.
- Organized with attention to detail.

Language Skills:

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

Deadline	Application Link
5pm on Monday, 21st April 2025	https://rescue.csod.com/ux/ats/careersite/1/home/requisition/57797?c=rescue
<u>Notes:</u> ➤ 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.	