



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. 58207 - Readvertisement

(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?	Partnerships Manager
Number of Opening	1
Who you report to?	Senior Manager Partnerships
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 7 th July 2025 to 17 th July 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?	The Partnerships Manager is a key position supporting the development and management of strong and effective partnerships in line with IRC's Partnership Excellence for Equality and Results System (PEERS). Reporting to the Partnerships Coordinator, the role contributes to the establishment of high-quality partnerships with local actors and ensuring compliance with IRC and donor requirements throughout the partnership lifecycle. This includes support in pre-award assessments, agreement preparation, implementation monitoring, and close-out processes. This position is based in IRC's Mandalay office, a region experiencing a humanitarian emergency following the 7.7 earthquake. Work requires a high degree of flexibility and experience working in sensitive and changing environments. Working closely with program, grants, finance and operations teams, the Partnerships Manager ensures effective coordination with local partners, promotes joint planning, timely reporting, and continuous partner feedback and learning.

Major Responsibilities:

Promote Effective Partnerships

- Promote and apply the IRC's Partnership Excellence for Equality and Results System (PEERS).
- Contribute to building a strong understanding of PEERS throughout the Myanmar Country.
- Program and ensure that IRC's partnership principles, skills and approaches are applied by staff across programs and projects with partners.
- Facilitate systematic partner feedback on IRC's management of the partnership relationship, including the documentation and response to partner feedback.

Pre-award Partner Support

- Support in the identification of partners and preparation of partner due diligence documents, in line with donor and IRC compliance regulations and the IRC partnership RACI.
- Work closely with partners and relevant IRC staff to review and ensure quality control of sub-award proposal packages, including technical narrative, budget, budget narrative, work plan, and other sub-award annexes.
- Support quality control and finalization of all relevant pre-award documentation and ensure information is available on OTIS and shared folders.
- Facilitate the Partnership Capacity Analysis (PCA) of potential partners as appropriate, and coordinate efforts to collaboratively analyze and manage material risks identified.

Organize project co-design meetings.

- Prepare funding instruments (pre-award letters, partnership agreements, etc.), support internal review of sub-award agreement packages, and share agreements with partners for review and signature, ensuring their understanding of all contractual requirements.

Post Award Partnership Management

- Act as the primary partnerships/compliance focal point for partners and relevant IRC staff.
- Lead the overall management of the partnership cycle and PEERS processes/documentation for assigned sub-awards.
- Organize and facilitate Partnerships Project Cycle Meetings (PCMs), including Project Opening, Implementation, and Closing Meetings and ad hoc meetings on specific topics; maintain the partnership's PCM tracker.
- Coordinate narrative and financial reporting processes, including reviews and feedback from relevant IRC departments.
- Coordinate with Partnership Working Group members to develop and implement project support plans in line with PCA results and partnership agreements.
- Maintain complete and organized partnership files for each partner.
- Maintain an up-to-date Partnership Project Tracker and ensure timely monitoring of project activities.
- Process sub-award modifications in a timely manner, ensuring input and approval from relevant IRC units (in-country and HQ).
- Ensure smooth close-out of partner projects in accordance with PEERS guidance.
- Perform any other relevant tasks assigned by the Partnerships Coordinator and the Head of Grants and Partnerships.

- Maintain an awareness of the sensitivities and risks for different partners and support the IRC teams with how to approach the partnership in this context
- Coordinate with relevant IRC department focal point to support partner with capacity building needs with support from HGP and Senior partnerships manager.

What should you have?

Education

- Bachelor's degree or equivalent in International Development or Affairs, Social Sciences, Business or related field.

Competency

- Minimum of 4 years' experience working with I/NGOs and managing sub-awards.
- Demonstrated successful experience working with partners and a solid understanding of both the humanitarian and development sectors.
- Knowledge of key donor rules and regulations is desired, particularly those of the U.S. Government, SIDA, UN and ECHO.
- Highly organized, with strong attention to detail and the ability to effectively prioritize tasks in a dynamic and fluid environment.
- Ability to work well independently while also coordinating effectively with other teams.
- Willingness to travel to field offices and partner locations.
- Flexibility to adapt to changing requirements.
- Good oral communication and interpersonal and coordination skills are desired.
- Ability to manage pressure and prioritize in complex emergency settings and handle multiple simultaneous tasks and demands.
- Good computer skills (word, excel, outlook)
- Ability to collaborate effectively with colleagues remotely across diverse teams.

Language Skills:

- Professional fluency in spoken and written English and Myanmar language

Deadline	Application Link
5pm on Thursday, July / 17th / 2025.	https://rescue.csod.com/ux/ats/careersite/1/home/requisition/58207?c=rescue&q=req58207
Notes: <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. 	