



# INTERNATIONAL RESCUE COMMITTEE

## Vacancy Announcement-Ref No. 58437

(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?	Senior Partnerships Manager
Number of Opening	1
Who you report to?	Head of Grants and Partnerships
Where you work?	Yangon
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 10 <sup>th</sup> June 2025 to 20 <sup>th</sup> June 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?	<b>Major Responsibilities:</b>

The Senior Manager Partnerships (SMP) reports to the Head of Grants and Partnerships (HGP) and is responsible for supporting the Myanmar country program in the management and oversight of partnerships. The position is responsible for facilitating the delivery of high-quality partnerships with local organizations and will ensure compliance with IRC and donor requirements and consistency with the IRC's partnership management system, Partnership Excellence for Equality and Results System (PEERS). Working with the programs, grants, and operations departments, the SMP along with HGP will oversee all steps in the partnership management lifecycle and will ensure that partnerships are appropriately integrated into overall project cycle management. The SMP fosters and promotes attitudes and values conducive to collaborative partnerships across IRC's functional departments. This includes promoting long-term, principled partnerships that share power, resources, and learning

and elevates the knowledge and expertise of each partner. Pre-Award Partner Support

## **Major Responsibilities**

### ***Partnership Management***

- In collaboration with the Head of Grants and Partnerships, foster and promote attitudes and values conducive to collaborative partnerships across the country program's functional departments based on a clear and shared understanding of IRC's strategy, approach, and core partnership principles.
- Oversee and support partnerships managers in all aspects of partnership management in alignment with IRC's partners systems and policies, PEERS, ensuring well planned, timely, coordinated, and coherent partnerships across technical sectors.
- Liaise with HQ Awards Management Unit to facilitate partnership agreement review and approval processes and ensure partnership agreement management consistent with IRC and donor policies, and support on any partnership agreement modification in coordination with partner, program, finance and HQ.
- Communicate internally with other departments and relevant team members the about the partnership process (such as agreements, trackers etc.)
- Contribute to building a strong understanding of PEERS across country program functional departments.
- Work with HGP and sector leads for stakeholder mapping exercises across locations where IRC works to help identify new partners that can advance the country program's strategy.
- Together with a team of partnership managers, lead project opening meetings with partners to ensure agreement terms and conditions are well understood, and where possible, include partners in IRC's project cycle management meetings from project design through project close-out.
- Conduct partner monitoring schedules and ensure programmatic and compliance monitoring visits occur in coordination with other program and operations departments.
- Ensure the timely scheduling and carrying out of partner close-out activities in close coordination with IRC internal relevant program staff by PEERS guidelines.
- Maintain accurate and up to date records for all partners and update partnership tracker in line with PEERS
- Support effective partnership project close out processes, incorporating reflection and lessons learned.

### ***Partner Support and Capacity Sharing***

- Support in identification and managing strategic partnerships.
- Ensure partners have collaboratively developed project support plans and oversee the delivery of timely and effective support, ensuring that it appropriately addresses issues identified in the due diligence process, and is coordinated with relevant departments for the effective implementation of the plan.
- Work with HGP and support the resourcing and implementation of organizational development support as required.
- Promote and identify ways for continual learning between IRC staff and partners.
- Support HGP in facilitating systematic partner feedback on IRC's management of and performance in partnerships, as well as appropriate action in response to the feedback.

### ***Staff and Team Management and Development***

- Supervise a team of partnership managers and partnerships officers in line with IRC's people manager standards. This includes coaching, training, and mentoring direct-report staff, communicating clear expectations, setting annual performance objectives, providing regular and timely positive and constructive performance feedback, and providing documented annual performance reviews.
- Promote and monitor staff care and well-being. Model healthy work-life balance practices and support appropriate interventions in response to identified staff care needs.
- Support in the recruitment and management of new partnership staff, consultants or other external support, in coordination with HGP.

## What should you have?

### Education

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

### Competency

- Minimum of 5 years' experience working with I/NGOs and managing partners.
- 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, GAC 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
<b>5pm on Friday, June / 20<sup>th</sup> / 2025.</b>	<a href="https://rescue.csod.com/ux/ats/careersite/1/home/requisition/58436?c=rescue">https://rescue.csod.com/ux/ats/careersite/1/home/requisition/58436?c=rescue</a>
<u>Notes:</u> <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>	

