



OXFAM

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TOGETHER TO END THE INJUSTICE OF POVERTY.**

Programme Manager (Women Lead Durable Solutions) (Re-advertisement)

Employment Term: Fixed Term (1 year)
Level: National, C2
Location: Yangon/Sittwe, Myanmar
Closing Date: 19 March 2025

Early application is encouraged as the recruitment process will be done on a rolling basis and Oxfam reserves the right to appoint a suitable candidate as soon as they are identified.

The Role:

Oxfam is looking for **Programme Manager (Women Lead Durable Solutions)**.

Job Purpose:

The Programme Manager (Women Lead Durable Solutions) has overall responsibility for engaging with donors and Oxfam's Canada, management of the project, and partnership management. She/he is required to identify the programme related advocacy and influencing strategy and actions and connect the programme with Oxfam's influencing strategy. The position needs to navigate the programme's technical requirements and changing local context to fit the overall programme's objective. The PM is responsible to coordinate and if required, influence on Oxfam's senior colleagues in bringing impactful actions. She/he will have to chair key coordination and influencing meetings along with other senior colleagues from Oxfam and local partners. The position should facilitate high level technical coordination and steering committee related to scope of the programme. The position also requires to lead programme implementation independently, in some cases, with minimum support from the management body of Oxfam.

The successful candidate will work in Oxfam's Sittwe office and lead a team comprising diverse technical positions to provide strategic guidance and ensure effective implementation of programme activities of Oxfam and partners. S/he will ensure high quality monitoring and effective accountability systems – internal and external – to ensure the relevance and quality of all programme interventions. The Women Leading Durable Solutions Programme Manager will represent the programme, build relationships with project stakeholders, and ensure regular coordination among partners, Oxfam's leadership, affiliate and reporting to the donor.

Key Responsibilities:

Program Management and Partner Relationship Management

- Lead effective and efficient implementation of the project in targeted IDP camps and villages in Rakhine State
- Provide leadership in programme implementation and budget monitoring in line with agreed upon activities and in compliance with Oxfam's financial system and donor's requirements



- Lead in identifying of risks and mitigation measures and inform to Oxfam's management, affiliate and if needed to donors on changing context in programme targeted area and how it impacts to successful implementation of the programme
- Facilitate connections within Oxfam in Myanmar and Oxfam Canada to ensure project team and partner organization/s get appropriate support to implement the project to a high quality
- Coordinate inputs and develop high quality reports both for internal Oxfam requirements and to meet donor requirements
- Ensure regular coordination with Oxfam Canada team and the donor, Global Affairs of Canada in terms of information sharing, attending coordination meetings and project representation, and submission of programme and progress reports
- Build and maintain the partner relationship ensuring necessary coordination, programme technical, business and compliance supports as a contract holder.
- Taking leadership role in project management unit, support and develop detailed implementation plan, management and monitoring plan of the project creating buy-in among partners
- Lead in setting up and effective functioning of the project management mechanisms collaborating with the senior management of the partners, and Head of Programmes from Oxfam
- Ensure the programme is adaptive taking necessary proactive and reactive actions against complexity
- Working with the internal departments, partners and Oxfam Canada team, produce clear and quality reports (financial and narrative) that demonstrate good accountability
- Oversee the programme budget and liaise directly with the relevant staff of implementing partners, and Oxfam staff.
- Ensure effective collaboration among the implementing partners and Oxfam Canada and ensure that Secretariat services and management information are efficiently provided to the Steering Committee.
- Lead in grant management with partners ensuring timely release of grant funds, financial monitoring of partner projects and internal budget monitoring that are in compliance with Oxfam's financial systems and donor's requirements.
- Coordinate effectively with different departments within Oxfam to ensure harmonization and necessary support is provided.
- Ensure the necessary technical and financial supports are provided timely to the partner's capacity development and including to other CSO/ WROs targeted in the project.

Representation, networking, communications and coordination:

- Represent WLDS program team, ensure the regular programme updates and other relevant information are shared timely at the Project Steering Committee
- Chair programme related technical and coordination meetings along with other Oxfam's management members
- Taking the bridging role, liaise and coordinate between the Project Steering Committee and Programme Management Unit of the WLDS project
- Represent Oxfam at donor events, Rakhine-level working groups and coordination meetings
- Represent Oxfam to authorities and other stakeholders
- Liaise and coordinate with partners, other projects and programmes on the Oxfam country office level, and in particular at the Sittwe field office-level (Humanitarian and gender justice programmes)
- To ensure lessons are learned and improvements suggested from this learning are implemented appropriately and fed into programming

**Programme Quality and Learning:**

- Ensure that gender equality and women's empowerment is a central part of programming
- Ensure that quality programme implementation tools and processes are developed in consultation with the Consortium members (planning, financial reporting, narrative reporting etc).
- With support of Oxfam's Programme quality team and technical advisors, lead on delivering the project's MEAL framework, gender strategy, advocacy and influencing strategy and communication strategy
- Ensures the Technical Advisors/ Coordinators provide appropriate support and coordinate activities among themselves
- In coordination with the MEAL team, work closely with the line manager – for regular monitoring, reflection, learning and documentation of the project activities
- Create a culture of learning within the project, and that learning is fed into broader Oxfam's humanitarian-development programme and nexus approach learning processes
- Provide guidance and support to ensure human interest stories and other communications outputs are collected and shared with the donor and other stakeholders
- Ensure that the programme adheres to and promotes internal and international humanitarian standards, procedures, guidelines and Feminist principles
- Ensure all activities are implemented in a way that is accountable to the people we work with

General:

- Lead the programme implementation independently with the minimum support from the management
- Performance Management: Support and provide leadership in improving the performance of staff through training, capacity building, and coaching; objective setting, regular performance review, managing feedbacks and regular monitor performance development plans in line with Oxfam policies
- Be an active member of Oxfam's team, participate in appropriate staff meetings in Sittwe and Yangon
- Work and coordinate closely with the Head of the Program, Oxfam Sittwe-level team leads and country security focal person to ensure mutual coordination and safe programming
- Ensure that HR, logistics, security issues are addressed timely and effectively

For more information regarding the position, please have a look at the Job Profile [here](#).

What we are looking for:***Skill and Competence:*****Education:**

- A bachelor's degree in Social or Political Science, International Development, Humanitarian or related field.

Experience:

- At least 5 years' experience of working on gender-focused nexus or development projects, at least 2-year experience of working in a field location.



Essential

- Have proven experience of large scale programme and financial management and coordination of complex multi-partner and multi-annual programmes;
- Have a well-developed understanding of humanitarian, development and peace approach, governance and social cohesion issues, particularly in Rakhine context
- Understand on-going civil society dynamics and their role in change process
- Have excellent interpersonal skills and a strong commitment to working in collaboration and partnership.
- Have the ability to build constructive relationships and partnerships based on mutual values and respect
- Have experience of analyzing and managing risks in a complex political context and creatively minimizing their potential impact
- Have excellent analytical and communication skills and demonstrable ability to think strategically, innovatively and practically to improve programme quality
- Experience of working in partnership with local organisations such as CSOs and women's rights organisations.
- Strong commitment to inclusivity and respect for diversity, sensitivity to cultural differences and ability to work in a wide variety of cultural contexts
- Fluency in spoken and written English and Myanmar language
- Excellent interpersonal skills
- Flexible work attitude to manage multiple priorities
- Computer skills (Word, Excel, Power Point)
- Ability to lead the team and the program with minimal support from senior management
- Willing to be based in Sittwe and frequently travel to field locations in Rakhine State, including IDP camps

Desirable

- Experience of working in conflict effected contexts, working experience in Rakhine highly desirable
- Good understanding and experience of linking programme work to advocacy, and influencing work
- Experience in managing and/ or implementation of multi-sector project
- Technical expertise in gender equality and women's empowerment
- Demonstrated facilitation, coaching and mentoring skills
- Working knowledge of Do no Harm approaches and at least basic knowledge of conflict sensitive approaches
- Understanding Rakhine and/or other ethnic languages are desirable
- Master's Degree in Development, Humanitarian or Gender

What we offer:

Oxfam aims to recruit and retain diverse, passionate people who have the necessary skills, knowledge and commitment to meet our vision. We offer a competitive salary and a range of additional benefits to staff including flexible working options, generous pension scheme, annual leave, additional leave allowances, company sick pay, life assurance and a range of other benefits.



Find out more about our pay & benefits, please click [here](#)

How to apply:

To apply for this position please visit the following link;

<https://jobs.oxfam.org.uk/jobs/vacancy/23205/description> no later than **19 March 2025, 5 PM (Myanmar Time)**

Our values and commitment to safeguarding:

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

Note to candidates: Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct [here](#).

About Us

Oxfam is a global community of people who believe in a kinder and radically better world, where everyone has power to thrive not just survive. We believe we can overcome poverty by tackling inequalities that fuel it. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

[Oxfam GB](#) is a member of [international confederation](#) of 21 organizations working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 80 countries. Oxfam in Myanmar is the branch of Oxfam GB.

Only short-listed candidates will be notified.