



OXFAM

**OXFAM IS A GLOBAL MOVEMENT OF PEOPLE WORKING
TOGETHER TO END THE INJUSTICE OF POVERTY.**

PROGRAMME OFFICER (WOMEN LEADING DURATION SOLUTION)

Employment Term: Fixed Term (1 year)
Level: National, D1
Location: Yangon (with frequent travel to Rakhine state), Myanmar
Closing Date: **14 May 2025**

"This role is opened for national applicant only."

The Role:

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

Job Purpose:

The Programme Officer will play a key role in supporting the Women Leadership and Durable Solution (WLDS) Project that is carried out by OXFAM and Partners in Rakhine state. S/he will support to WLDS's Programme Manager (PM) in project and partnership management of WLDS project. The post holder will conduct specific project activities as assigned by the WLDS's Programme Manager (PM) in mentoring, accompanying and coordination for technical support to partner organizations. She/he will be collaborating closely with the Oxfam technical team such as gender, protection, advocacy and communication, and MEAL in Yangon and the Sittwe field office in ensuring technical standards and quality are adequately applied in programme planning, organizing, and implementing inclusively. She/he will ensure lessons are learned, documented and improvements suggested from learnings are implemented appropriately and fed into programming.

The post holder requires an advanced level of proven experience in building local leadership and ownership, working with diverse groups of local actors in Rakhine, including creating a network of key counterparts with other INGOs and building relations with CSO partners. This position requires a high level of professionalism, maintaining confidentiality, strong analysis and a capacity to interact with a wide range of stakeholders in a very sensitive context. They will work very closely with senior staff, including international staff. This position will also require working with Rakhine and other ethnic minorities in Rakhine State and will be responsible on delivering technical capacity to local actors in camps as well as in villages in assigned two to three townships in Rakhine.

This Role Report To: Programme Manager (WLDS)
Staff Reporting to this Post: TBC
Key Relation/Interaction: Programme Staff, Partners and CSOs, Operation Team.



Key Responsibilities:

Under the direct management of the WLDS's Programme Manager, the role of the Programme Officer is to contribute actively to meet the strategic objectives of the project by focusing on:

Partnership and project management:

- Support WLDS programme manager in partnership management by working closely with project partners for day-to-day project coordination and on routine matters including planning, monitoring of project's activities implementation and progress
- Work closely with the Programme Manager for implementation of consortium activities, especially Oxfam-led or joint activities at Project Management Unit (PMU) level
- Work closely and support the Programme Manager for partners' financial monitoring and management of project's budget
- Support the Programme Manager for regular project management meetings such as Programme Management Unit (PMU) meetings and other regular project coordination meetings with partners

Project Monitoring Evaluation Accountability and Learning

- Coordinate closely with the WLDS partners, WLDS Programme Coordinator, MEAL Coordinator and support for organizing MEAL related activities such as quarterly meeting, project review meeting and other learning events/initiatives
- With the guidance by the Programme Manager, undertake regular monitoring visits or meetings with partners to ensure project progress and quality in project interventions.
- Work with MEAL coordinator in monitoring of project activities and data verification. Participate in technical assessment and validation works related to the project
- Assist the Programme Manager in compiling and submitting a clear and informative project report according to the donor reporting timeline and guidelines
- Review partners' narrative reports and if needed provide technical validations on the reported activities
- Submit periodically technical reports to Programme Manager with a focus on technical achievements, challenges and action plans for improvement
- Ensure project documents and reports are documented and filed in Oxfam's internal system. Perform Oxfam's feminist principles, values and approaches are underpinned in all stages of implementation, monitoring, evaluation and reporting.

Support project's thematic capacity strengthening/Enhancement

- Facilitate and support trainings/workshops to local partners and/or project targeted groups in coordination with respective thematic focal such as Gender Coordinator, WASH engineer, Protection Coordinator, and other technical consultants.
- Support the production of communication materials (videos, human interest stories) and information sharing between beneficiaries; this includes identifying suitable interview partners and groups
- Contribute to assessing capacity and gap analysis and successful implementation of partners' capacity enhancement plans
- Collaborate with technical focal such as safeguarding, gender, WASH, advocacy and communication for technical supports and trainings required for the project

Networking and Coordination

- Support the collection of information and mapping of potential partners, networks, allies and women's rights organisations in Rakhine State
- Assist PM and partners in organization and facilitation of joint events with donors, partners, beneficiaries and other relevant stakeholders



- Ensure in close coordination and collective action with other stakeholders working on gender justice and promoting women leadership in Rakhine.

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

What we are looking for:

Skill and Competence:

Essential:

- At least five-year experience working on community-based development projects; having extensive experience women's empowerment/gender leadership projects is desirable
- Experiences of working with local NGOs, CSOs on gender, women leadership or other community development projects is desirable.
- Good assessment, analytical, MEAL, planning skills and project management skills to enable programme delivery.
- Knowledge and understanding of gender and gender equality, community-driven leadership and governance in Myanmar
- Strong experience in township and state level coordination with a wide range of stakeholders
- Excellent communication, and community facilitation skills
- Proven experience in influencing and negotiation skills, with a demonstrated capacity to balance flexibility and tenacity
- Understanding of basic concepts of humanitarian and development work
- Proven experience in information management skills and possess team spirit
- Good written and verbal communication skills in both Myanmar and English, Rakhine language would be a strong asset
- Excellent interpersonal skills, as well as ability to work independently
- Interest, openness, and willingness to work in IDP camp. Respecting and valuing diversity in Rakhine context
- Willingness to be based in Sittwe and frequently travel to field locations in Rakhine State
- Flexible work attitude to manage multiple priorities
- Good organisational skills and willingness to learn more about development and humanitarian work
- Willingness to do field visits to project areas if the situation allows and if the travel authorisation is granted by local authority
- Computer skills (familiarity with Microsoft Word, Excel, PowerPoint)

Desirable:

- Experience of working in sensitive contexts in Myanmar; working experience in Rakhine highly desirable
- Experience in working with local partner organisations, CSOs and local leaders
- Experience in working with IDP women and men on women leadership and male engagement in Rakhine
- Eager to learn from work, people and organisations
- Degree in Social Science



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/23339/description> no later than **14 May 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.