

Vacancy Announcement

Programme Manager - Localisation and Partnerships

Duty Station - Yangon, Myanmar

Introduction

The multi-dimensional crisis in Myanmar presents serious challenges to efforts by the international community to support humanitarian assistance to people in need, civil society groups and pro-democracy actors, including access to various parts of the country. Moreover, the rapidly changing and uncertain political and security environment results in an extremely fluid and often insecure operational space, with increased safety and security risks to humanitarian organisations' staff and partners.

The increasing reliance on local actors and partners to deliver humanitarian and development assistance across the map of Myanmar is an operational reality, and a step towards realizing more equitable forms of localization in the country. Myanmar presents a real opportunity to develop successful models of localization, with greater stewardship, voice, and stake in the management of the aid paradigm. With the onset of the Humanitarian Reset just on the horizon, an even greater effort is expected to invest and expand our conceptual frameworks around partnership and localization.

The INGO Forum Myanmar, as a network of over 140 INGOs operating in the country, works towards strengthening information sharing, coordination, collective positioning and joint advocacy among its members. The Forum provides various forms of support to its diverse membership but, as a result of the situation described above, would like to bolster its localisation and partnerships work. With a recently-finalised Localisation Strategy and a relaunched Partnerships Workstream, the Forum wants to ensure INGO Forum members and their partners are well supported in these areas.

The position is based in either Yangon, with regular travel across Myanmar (where the security situation allows). International travel is also expected.

Responsibilities

- Lead the INGO Forum's next phase of a Localisation Strategy, working closely with the Forum's sub-national Programme Managers, INGO Forum Members, NGO and CSO networks, UN, and donor stakeholders.

Release Date: 4-June-2025

- Provide key advice and guidance on the INGO Forum's Partnerships and Operations Workstream, including leading regular meetings and partnerships processes with workstream members.
- Working closely with the INGO Forum's sub-national Programme Managers to integrate elements of the strategy into their day-to-day work, including the inclusion of local and national actors in their coordination and outreach work.
- Ensuring the Partnerships Workstream is operational with increasing levels of engagement and information sharing by INGO Forum members.
- Facilitate the Forum's operational management workstream with members' liaison officers and develop the INGO Forum's support to its members and their partners on Bureaucratic and Administrative Impediments (BAI).
- Attend INGO Forum's sub-national coordination meetings, ensuring that the Forum's Programme Managers are well-equipped to support localisation and partnerships in their respective coordination spaces.
- Work closely with the Forum's SMT, offering advice and leading and supporting processes linked to member engagement, BAI, banking challenges, etc.
- Managing relationships with key national partner organisations and networks.
- Contributing to the planning and delivery of concept notes and proposals to a variety of different donors to achieve HALO's short and long-term goals
- Assisting with administrative and logistical coordination as required
- Supporting compliance with HALO policies and procedures, including the development of guidelines, policies and strategies for HALO Myanmar
- Writing programme communications, presentations and briefing documents
- Representing the programme at events where required
- Note taking at meetings and other administrative duties as required
- Sourcing and analysing datasets and producing reports to support programme objectives
- Facilitating national staff development and employee assistance activities

Required Experience and Skills

- Strong coordination background with proven experience in engaging and networking with local and national organisations, INGOs, UN and donors.
- Min 4 years' work experience in complex and fragile environments. Experience in the field of development, human rights, policy research and analysis or related field is an advantage. Experience and/or solid understanding of the context of Myanmar is essential.
- Demonstrated ability to communicate and collaborate effectively with and provide guidance and support to a diverse team in the areas of localisation and partnerships.
- Strong communication and interpersonal skills.
- Competencies for online presentation and design preferred.
- Excellent writing skills in English.

Release Date: 4-June-2025

- Knowledge of Myanmar language.
- Must have a valid passport and have the ability and willingness to travel internationally

All DRC roles require the post-holder to master DRC's core competencies :

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment

Conditions Contract:

DRC will offer the successful applicant a DRC's Regular contract including 3-month probation period. Renewable depends on both funding and performance. Salary and conditions will be in accordance with DRC's Terms of Employment. The position is in Employment Band F-management.

Application and CV

Interested? Click [here](#) to apply. Please send your application, in English, **not later than 18th June 2025**. CV only applications will not be considered.

(Applications will be reviewed on a rolling basis, and shortlisted candidates may be contacted for interview/an offer made before the advertised closing date.