

Programme Development and Quality Manager (1 Post)

Reannouncement

Duty Station : Yangon with regular travel to DRC Area Offices within Myanmar

*Note: Temporary duty station will be in Dhaka, Bangladesh, until visa for Myanmar is obtained

Reports to : Head of Programme

Direct Reports : 4 (Partnerships Coordinator and Specialist; Grants Specialists x 2)

Overall purpose of the role:

DRC is one of the largest INGOs in Myanmar actively coordinating and advocating for improving the protective environment for all communities. DRC delivers Protection, Economic Recovery, Humanitarian Mine Action, Shelter, Camp Management, Water and Sanitation and Emergency Response programming in Rakhine, Northern Shan and Kachin states of Myanmar.

Under the management of the HOP, the PDQM is responsible for taking the lead in the development of quality proposals, supporting timely and quality programming in line with donor requirements, developing quality communications products and strengthening DRC's commitment to Localisation through support to and management of Partnerships with local organisations.

In addition, the PDQM will work together with the Head of Programme to identify opportunities and support on external engagement according to DRC's country strategy and mandate. The PDQM will assist the HoP in working together with the technical coordinators and operations team to develop the country's strategy and support the compliant implementation of projects and programs that align with it.

Due to the current access challenges in Myanmar, the role will be carried out remotely, from Dhaka, Bangladesh. Occasional inter-personal engagement with staff from Myanmar (for capacity strengthening, strategy development etc.) will be possible through workshops in the region. Should visas for Myanmar become available, the role will be based in Yangon, with frequent travel to field locations.

Geographic scope: Area (Myanmar)

This role has a country focus and ensures compliance to DRC procedures and guidelines within the country. The role contributes to the development of country strategies, which are translated into action plans and day-to-day tasks. The role provides support and/or technical guidance to country operations while overseeing country activities.

Responsibilities:

Program Development and Technical Support

- Work closely with the HOP, Project Managers and Technical Coordinators to design competitive final proposals responsive to donor guidelines and requirements.
- Coordinate with country and sub-offices on the delivery and timely submission of reports.
- Technically support teams in the management of grants and awards, including capacity building on grant management related aspects
- Support the country and sub-offices to ensure the inclusion of DRC programmatic standards and policies in the program development process.
- Review proposals for consistency with the requirements of solicitations, requests or calls for proposals, predicting or preventing bottlenecks in the proposal development process and securing the necessary information to complete process.
- Support the HoP in ensuring that the country strategy has a robust fundraising and donor engagement strategy to support its operationalisation.

Grants management

- Support the CO in ensuring maintenance of a robust Grants Management system.
- Ensure key award processes (such as kick off, review and close out meetings) are in place and that relevant staff are aware of programmatic, financial and compliance requirements.
- Provide oversight in the review of strategic donors' grants on a regular basis including management tools analyzing original plans and log frames against achievements.
- Ensure quality control of reports, in relation to donor requirements and consistency between narrative and financial reports.
- Facilitate tracking the overall program portfolio with donors and monitor investments/income from donors.
- Support the Country Office (CO) in ensuring that the proposal development process takes into consideration the mainstreaming of CHS, global cross cutting themes such as Age, Gender and Diversity, and lessons learnt from previous programming.

Communications and Reporting

- Oversee the production of high-quality program progress reports as per donor and DRC requirements.
- Ensure all communications commitments within projects are delivered through high quality outputs.
- Ensure relevant communications tools and strategies are in place and all key staff involved in generating communication items are well versed with the tools/strategy and complying with its requirements.

Partnerships and contracts management

- Support DRC Myanmar's commitment to equitable and effective partnership, through internal advocacy and capacity building around partnership principles, tools, guidelines, and Standard Operating Procedures
- In close coordination with the HoP, oversee the development and maintenance of strategic partnerships with national NGOs.
- Ensure relevant Partnership policies, procedures and tools are in place and new tools are rolled out by the Partnership team as appropriate.
- Oversee the Partnerships team to undertake partnership mapping and capacity assessments of local partners.
- Ensure, in collaboration with the Project Managers and Partnership team, that donor and DRC guidelines and deadlines are known by project teams of local partners.
- Ensure all relevant policies and procedures are followed in relation to the signing and registration of partnership contracts.
- Ensure the quality of partner reports and contract amendments as per donor regulations.

Line Management and Capacity Building

- Undertake training and capacity development for DRC staff and partner organisations on grants management principles and processes to enhance quality within DRC programming. Topics will include donor compliance, report writing, proposal development, and other topics as needed.
- Support the development and/or customization of training materials to meet training needs
- Provide management support and direction to the Program Development & Quality team including regular feedback and guidance as necessary, as well as formal performance management according to DRC systems

Experience and technical competencies: (include years of experience)

- Minimum 4 years working experience in similar job at international level.
- Demonstrated analytical and problem-solving skills.
- Innovative, flexible, and high adaptability skills in hardship location

- Commitment to Age, Gender, and Diversity inclusion
- Demonstrated skills and experience in the application of humanitarian tools and standards.
- Representation skills and excellent communication and reporting writing skills
- Fluency in English (written and spoken) is essential.
- Willing to travel to rural/remote project sites.
- Ability to work well in unstable security environments, and under significant professional pressures.

Education/qualifications: (includes certificates, licenses etc.)

- University degree in International Development, DRR related studies, Social Science, Grants Management, or relevant field

Key stakeholders:

- Institutional and non-traditional donors
- Clusters
- Program and area focal points
- SMT
- ESMT

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

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

Conditions

Contract: DRC will offer the successful applicant a 12-month contract with the possibility of extension. Salary and conditions will be in accordance with DRC's Terms of Employment. The position is placed in Employment Band F- management. **This position is open for both national and international staff.**

Further information

For further information about the Danish Refugee Council, please consult our website www.drc.dk

Application and CV

Interest? Click [Here](#) to apply position. Please send your application, in English, no later than **05th July 2024**.

CV only applications will not be considered. We only accept applications sent online.

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