



MINES ADVISORY GROUP MYANMAR
JOB OPPORTUNITY

The Mines Advisory Group (MAG) is a global humanitarian organisation founded in 1989 that finds, removes and destroys landmines, cluster munitions and unexploded bombs from places affected by conflict. Our vision is a safe and secure future for men, women and children affected by armed violence and conflict. We have thirty years of experience implementing Humanitarian Mine Action as well as Arms Management and Destruction projects in 68 countries and territories. At present, MAG is managing projects in twenty-six countries, including Myanmar. Globally, we are known for our advocacy efforts and in 1997, we shared the 1997 Nobel Peace Prize as a founding member of the International Campaign to Ban Landmines for our work to ban landmines.

MAG has worked in Myanmar since 2013. During this time, MAG has effectively delivered life-saving explosive ordnance risk education and mapped out the extent and location of explosive ordnance across five states and regions in Myanmar. We are currently looking for a **Partnership Officer** to join our team.

MAG is now seeking applications internally from suitably qualified and experienced Myanmar Nationals to fill the following position:

Position : **Partnership Officer**
Department : **Support Services Department**
Report to : **Country Director**
Location : **Yangon**

Job Purpose: The Partnership Officer will be responsible for MAG's engagement with local and international partner organizations including national NGOs, civil society organizations (CSOs), and community-based groups (CBOs). The role involved ensuring effective collaboration, capacity strengthening, and compliance with donor and organizational requirements. The role involves fostering strong relationships, monitoring partnership activities, and supporting partners in program implementation.

Job Description

Partnership Management & Coordination

- Research to identify and evaluate potential partners, understanding their goals and how they align with the MAG's objectives, and support maintenance of MAG's Partnership matrix
- Support the due diligence process ensuring alignment with the MAG's objectives and donor requirements.
- Facilitate the development and signing of Memorandums of Understanding (MoUs), partnership agreements, and sub-grants, ensuring clarity on roles, responsibilities, and expectations.
- Maintain regular coordination and communication with partners to ensure strong, trust-based relationships and mutual accountability.
- Organize joint planning, review, and learning meetings with partners to enhance collaboration and adaptive programming.

Capacity Strengthening & Technical Support

- Conduct capacity assessments of partner organizations and develop tailored capacity-strengthening plans.

- Facilitate delivery of training, mentoring, and technical assistance on program management, financial management, MEAL (Monitoring, Evaluation, Accountability, and Learning), safeguarding, and compliance with donor regulations.
- Promote localization principles, supporting partners in strengthening institutional and operational capacities for long-term sustainability.

Program Support & Monitoring

- In collaboration with MAG Support and Technical teams track the progress of partnership initiatives, assess the impact, and report on outcomes to stakeholders.
- Work closely with program and technical teams, to ensure partner activities align with program objectives.
- Conduct field visits (where security allows) to monitor partner-led activities, gather feedback, and provide technical support.
- Support partners in developing and submitting high-quality narrative and financial reports, ensuring compliance with donor and MAG's guidelines.
- Contribute to case studies, reports, and communication materials highlighting successful partnership approaches and challenges.

Compliance & Risk Management

- Ensure that partner organizations comply with donor regulations, MAG's policies, and safeguarding standards.
- Conduct due diligence assessments and support partners in addressing capacity and compliance gaps.
- Assist in developing risk management plans, particularly considering Myanmar's complex operational environment.

All staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience and Qualifications

- 3 - 5 years working in a similar role, capacity-building, or project coordination in an INGO or NGO in Myanmar with transferrable skills
- Experience facilitating training and focus group discussions
- Strong knowledge of localization frameworks, power dynamics in partnerships, and Myanmar's civil society landscape.
- Familiarity with humanitarian principles, conflict-sensitive programming, and working in restricted environments.
- Understanding of donor compliance requirements and sub-grant management.
- Ability to travel to field locations, sometimes in challenging operational environments.

Essential Skills and Knowledge

- Knowledge of Myanmar's political and socio-economic context, including the challenges faced by local partners.
- Experience in gender-sensitive and inclusive programming, safeguarding, and accountability mechanisms.
- Strong facilitation, negotiation, and problem-solving skills.
- Fluency in Burmese is highly desirable; knowledge of ethnic minority languages is an advantage.
- High Level Computer literacy and experience with Microsoft excel and word

- Basic data entry

Essential Aptitude

- Comfort working online / remotely with people in hard-to-reach areas
- Excellent communication and interpersonal skills with people from a wide variety of backgrounds both internally and externally
- Self-motivated, flexible and enthusiastic

How to apply: Interested candidates, please submit **Application Letter and CV** by emailing to MAG Yangon Office at MM.HR@maginternational.org or deliver directly to MAG Myanmar – Yangon Office at No. 11- A, Zizawar Street, (8) Quarter, Yankin Township, Yangon, Myanmar.

Application Open: March 10, 2025

Application Deadline: March 20, 2025, COB 5:00 pm

All applications will be retained in MAG and only short-listed applicants will be contacted.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. All employees are required to understand and uphold the standards outlined in MAG's Safeguarding Framework.
