



Announcement
Call for Applications – Head of Operation
Gender Equality Network
Closing Date 12 December 2018

Position Title:	Head of Operation
Location:	Yangon
Employer:	Gender Equality Network
Reports to:	Director, Coordination Unit
Duration:	One year appointment, with the likelihood of an extension based on funding and Performance.
Salary and Benefits	Myanmar Kyats equivalent to USD 2000 + Medical Allowance + Transportation Allowance

Background of the Gender Equality Network

The Gender Equality Network (GEN) is an active inter-agency network of over 150 national and international NGOs, and technical resource persons that promote gender equality and women's rights in Myanmar by presenting evidence, leading on advocacy, and undertaking campaigning and awareness building. A Coordination Unit (CU), assists the network with the development, coordination, administration and implementation of gender and women's rights-related initiatives. A steering committee, comprising of up to eleven members guides, facilitates the effective functioning of the network and takes strategic decisions. GEN is a member-driven network that meets on a monthly basis to prioritize initiatives on the basis of emerging issues related to gender and women's rights. Thematic Working Groups carry forward tasks and initiatives.

The **Overall Objective of GEN:** To facilitate the transformation of norms, systems, structures and practices to enable gender equality and gender justice in Myanmar.

The **Key Objectives of GEN:** In order to reach the overall objective, three strategic objectives have been identified by the GEN membership.

1. **Gender Equality in Governance and Public Life:** Awareness of the importance of gender equality in governance enhanced and opportunities for women to effectively participate in governance in all sectors increased.
2. **Gender-Based Violence:** Awareness increased, and support provided to stakeholders to implement effective evidence-based mechanisms and strategies to prevent and respond to gender-based violence

3. **GEN Strengthening:** GEN is a dynamic and cohesive network of skilled and confident members who are able to work effectively for gender equality and gender justice.

Underlying Objective:

Social Practices and Cultural Norms: Discriminatory cultural norms and social practices are changed and gender equal norms and practices are articulated and reinforced

Job Overview

Head of Operation Unit is responsible for the overall supervision, management, monitoring of all the financial, administrative and human resource components of GEN's Strategic Plan implementation. S/he leads the operation team and provides technical support to the operation units. Under the direct supervision of Director, s/he facilitates the development of annual budgets and work plan and development of project proposals in accordance with GEN's strategic plan. S/he responsible for drafting the periodic financial and administrative reports for donors and contributes to the auditing processes. S/he will be responsible for tasks assigned by the Director.

1. Financial Management

- Manage and monitor GEN's budget with assistance from Finance Manager and its team
- Coordinate with the Head of Program and Head of Policy and Advocacy for program budget and spending periodically
- Draft the annual budget with assistance from the Finance Manager in collaboration with program and policy and advocacy units
- Carry out fundraising activities in conjunction with the SMT
- Ensure timely submission of financial reports and inventory reports to donors in line with specific donor/agencies requirements
- Coordinate with external audit for auditing process with together with SMT

2. Administrative and Office Management

- Contribute to the development and updating the administrative and procurement guidelines and policy
- Development and implementation of GEN's HR, finance and administrative policies, practices, systems and processes in collaboration with SMT
- Ensure that the administrative processes are in line with the GEN's guidelines and policy
- Provide technical support to the administrative teams for organizing advocacy campaigns and events
- Ensure that the procurement processes are in line with the GEN procurement policy
- Ensure that the asset and stock management are in line with the GEN's policy

3. Human Resource Management

- Ensure that the GEN's human resource policy is in line with the country relevant laws and policy
- Ensure that the staff contract management are in line with the GEN's policy
- Facilitate the staff annual leave plan development in collaboration with Human Resource department

- Facilitate and ensure undertaking staff appraisal.
- Facilitate the staff recruitment for vacant position in coordination with program and policy and advocacy units
- Identify the training and capacity development needs for all staffs in collaboration with SMT and identify the relevant training institutions for staff capacity development

4. Networking and Coordination

- Represent GEN and report back to members and SC as assigned by Director
- Support in liaising effectively with GEN members and SMT, relevant working groups and GEN resource team, and build strategic linkages with government departments, members and other stakeholders on matters relevant to the GEN's activities under the guidance of the Director
- Ensure in maintaining resources, links and channels to facilitate information flow on key issues relevant to the GEN's activities under program unit
- Support Director for strengthening of GEN network in coordination with SMT and SC.

5. Reporting

- Ensure documentation of relevant GEN's activities, timely reporting in coordination with team members.
- Prepare Monthly activity report from Operation unit
- Contribute to the donor report writing

6. Staff Management

- Supervise staff under operation unit for better performance
- Take lead in recruitment process of the senior positions in close conjunction with the GEN Steering Committee
- Identify the staff training needs in collaboration with human resource department
- Lead in Mentoring and Coaching of staff under operation unit.
- Contribute to and encourage an office environment that fosters cooperation, innovation and independent problem solving together with SMT

Experience and Skills

- A Master degree in the Human Resources Management, Business Management, Organization Development, social sciences or other related field.
- At least 4 years' experience in the area of operational management.
- Proven experience in program delivery, staff line management, financial management, donor relationships and achieving outcomes in the Myanmar context.
- Excellent knowledge and practice in strong technical accounting skills.
- A good understanding of gender issues and a commitment to gender equality.
- Highly developed communication and problem-solving skills, and the ability to work independently as well as part of a team.
- Experience working with partners or in consortium arrangements, preferably involving both national and international organisations
- Demonstrated experience in multi-stakeholder and government liaison and representation at various levels
- Experience leading and managing teams to ensure team members are working to their full capabilities to achieve outcomes

- Experience working in settings demonstrating the principles of gender equity and diversity.
- Highly effective oral and written Myanmar and English language skills as demonstrated by the ability to write reports and other documents, and to use IT software packages including MS Office. Knowledge of QuickBooks desirable.

Application

Applicants for the above position should submit with an updated CV and a cover letter (degree certificates and other documents are not required at this stage) with the subject line '**Application for Head of Operation**'..... not later than 5 pm on 12th December 2018 to **Nay Zin Oo**, gen.nayzinoo@gmail.com or **GEN Office** (Building (99), 1st Floor, Room (1 A-D), Lamai Condo, Myay Nu Street, Sanchaung Township, Yangon).

Gender Equality Network provides equal opportunity employer and considers applicants for all positions without regard to race, colour, religion, gender, sexual orientation, age, disability or any other legally protected status. We encourage persons with disabilities, LGBTQI and women to apply.