



## **Announcement**

### **Call for Applications – Head of Policy and Advocacy**

### **Gender Equality Network**

### **Closing Date 12 December 2018**

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<b>Position Title:</b>	Head of Policy and Advocacy
<b>Location:</b>	Yangon
<b>Employer:</b>	Gender Equality Network
<b>Reports to:</b>	Director, Coordination Unit
<b>Duration:</b>	One year appointment, with the likelihood of an extension based on funding and Performance.
<b>Salary and Benefits:</b>	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 Policy and Advocacy Unit is responsible for the overall supervision, management, monitoring and evaluation of all the policy and advocacy related activities. S/he will responsible for providing technical support and facilitate the policy initiatives. S/he facilitates the research projects undertaken by the research teams and coordinates with the external consultants if needed. S/he provides technical support to the resource team for strengthening the capacity of the GEN's Resource Center. S/he represents GEN as assigned by Director. Under the direct supervision of Director, s/he contributes to 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 donor reports and contribute to the auditing processes. S/He will be responsible for tasks assigned by the Director.

### **Key Responsibility**

#### **1. Program and Project Management**

- Lead and manage the relevant program activities under GEN's Strategic Plan under the program unit
- Provide technical support to ensure the implementation of GEN policy and advocacy initiatives in collaboration with SMT and CU staffs
- Develop relevant proposals, activities, and tools and manage consultancy activities in collaboration with SMT
- Lead the research team and coordinate with the research working group and consultant.
- Provide support for the management of the GEN resource center and ensure that efficient use of the resource center by GEN members

#### **2. Policy and Advocacy**

- Lead the development of the GEN's organizational advocacy plan
- Lead the policy and advocacy activities and provide technical support to the policy and advocacy team for implementation
- Ensure the relevant policy briefs are developed from the research findings and contribute to the advocacy activities
- Review and provide technical inputs for implementation of policy recommendation.
- Ensure the implementation of the GEN's communication strategy

#### **3. Networking and Coordination**

- Represent GEN, actively participate at inter-agency meetings, 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 the program unit
- Support Director for the strengthening of GEN network in coordination with SMT and SC.
- Engage advocacy related activities at national and international levels assigned by the Director

#### 4. Reporting

- Ensure documentation of relevant GEN's activities, timely reporting in coordination with team members.
- Prepare Monthly activity report from Policy and Advocacy Unit
- Draft the donor reports

#### 5. Financial Management

- Provide input to the development of quarterly, half year and annual program budgets
- Foresee and project estimate expenses of the activities plan under policy and advocacy to provide finance unit
- Monitor and review the budget in collaboration with other program units periodically

#### 6. Staff Management

- Supervise staff under Policy and Advocacy unit for better performance
- Take lead in the recruitment process of the senior positions in close conjunction with the GEN Steering Committee
- Identify the staff training needs in collaboration with the human resource department
- Lead in Mentoring and Coaching of staff under Policy and Advocacy 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 social sciences, gender, development or related field.
- A good understanding of gender issues and a commitment to gender equality.
- At least 4 years' experience in policy and advocacy and knowledge of a range of advocacy tools.
- Demonstrated ability to collate and analyse qualitative and quantitative data.
- Ability to speak and write well in Both Myanmar and English.
- Ability to network with multiple stakeholders in a diverse organisational environment.
- Self-motivated and able to independently solve problems.
- Proven computer literacy skills, experience in using MS Office and research applications.
- Proven skills in planning, coordination and information management.
- 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 civil society organizations, preferably involving both national and international organisations.

#### 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 Policy and Advocacy**'..... not later than 5 pm on 12<sup>th</sup> December 2018 to **Nay Zin Oo**,

[gen.nayzinoo@gmail.com](mailto: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**

