



Announcement
Call for Applications – Program Assistant
Gender Equality Network
Closing Date 14 January 2019

Position Title: Program Assistant (National Position)

Location: Based in Yangon and travel to project location as required

Employer: Gender Equality Network

Reports to: Head of Program Unit, GEN

Duration: 1 year appointment, with the likelihood of an extension based on funding and performance

Salary and Benefit: Myanmar Kyats equivalent to USD 420 + Medical Allowance + Transportation Allowance

Background

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 Purpose

The Program Assistant will work closely with the Head of Program Unit and mainly assist to Director to carry out and maintain effectively functioning program management systems.

Responsibilities

The Program Assistant has responsibility for the following tasks:

- a. Report to Head of Program Unit.
- b. Assist Director for external and internal communications.
- c. Join meetings and trips together with Director for note taking if needed.
- d. Assist logistical support for the arrangements related to meetings, workshops, seminars, events and campaigns.
- e. Providing support to the Director and coordination unit, under the direction of the Head of Program Unit, with general administrative and organizational duties related to GEN activities and related special events.
- f. Assist and support program unit team especially project activities and field offices.
- g. Taking of meeting minutes and documentation as directed by Director and Head of Program Unit.

Reporting

- a. Prepare monthly activity report
- b. Contribute in donor report preparation

*****To involve and assist actively manner every GEN's activities and tasks as needed**

Experience and Skills

- The ability to work well with a wide variety of internal and external stakeholders in a diverse cultural and organisational environment
- Experience in using IT applications such as Word, Excel, the internet and email.
- Skills in planning, organisation and information management
- Self-motivated and able to independently solve problems
- An understanding of gender issues and/or an interest to develop an understanding of these issues, and a commitment to gender equality
- Proven skills in planning, coordination and information management
- Oral and written Myanmar and English language skills including the ability to write and type in both Myanmar and English
- Understanding of work ethic and confidentiality
- Resourcefulness, flexibility, and the ability to prioritise and handle multiple requests concurrently, and to work to tight deadlines when necessary.



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 Program Assistant**'..... not later than 5 pm on the **14 January 2019** 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.