



Announcement

Call for Applications – Head of Program

Gender Equality Network

Closing Date 12 December 2018

Position Title:	Head of Program
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 Program Unit is responsible for the overall supervision, management, monitoring and evaluation of all the program activities. S/he will responsible for providing technical support and facilitate the evaluation of the program activities against the M&E framework. S/he ensures that training needs and gaps among the GEN's members are identified and facilitate the training and workshops in collaboration with the Training Coordinator. S/he ensures that the projects under her/his supervision are implemented in accordance with the proposed work plan and in line with the GEN's guidelines and policies. 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.

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 initiatives in collaboration with SMT and CU staffs
- Develop relevant proposals, activities, and tools and manage consultancy activities in collaboration with SMT
- Accompaniment visit to the Project Areas, and maintain effective communication with GEN members and partners so as to share information and lessons learned (as necessary)
- Oversee the project implementation are on track against the proposed project work plan

2. Training and Capacity Development

- Provide technical support to the need assessment.
- Contribute to the training modules development in line with the GEN's strategic plan.
- Support the training team for capacity development activities

3. Program Learning and Evaluation

- Facilitate the development of GEN's M&E Framework
- Facilitate the internal program evaluation with a focus on the impact
- Provide technical support to M&E Coordinator on program evaluation

- Facilitate the documentation of the lesson learned from the activity implementation
- Collate and analyze data and information from a variety of sources, both national and international, on specific issues as required in coordination with members of other units

4. 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.
- Collaborate with the Director to Engage in advocacy related activities at national and international levels as designated by the Director

5. Reporting

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

6. Financial Management

- Provide input to the development of quarterly, half year and annual program budgets
- Foresee and project estimate expenses of the overall program, and project(s) to provide finance unit
- Monitor and review the budget in collaboration with the operation unit periodically

7. Staff Management

- Supervise staff under program 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 Program 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 other related field.
- At least 4 years' experience in programme 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.

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 Program'**..... 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.