



## **Career Opportunity:                    Natural Resource Management Programme Coordinator**

**The post is to be based in Yangon and opened to Myanmar National and Advertised nationwide.**

**Oxfam** is a leading International NGO with a worldwide reputation for excellence and over 70 years of experience. It's not unfortunate that people live in poverty. With enough wealth in this world to go around it's unjustifiable. It's not just their problem. It's ours too. Our humanitarian, development and campaigning projects change lives around the world, and with the right support, we can beat poverty and injustice. Thousands of people already commit their time and talents to our campaigning, humanitarian and long-term development projects. Now we're looking for yours.

**The role:**                                    The Programme Coordinator (PC) Natural Resource Management will lead Oxfam's work on water governance and will be the focal point in Myanmar for both regional Inclusion Regional Water Governance programme and Transboundary Rivers of Asia(TROSA) programme. He/she will work in close co-operation with regional/national/local partners and other Oxfams. The post will report to the Economic Justice(EJ) Lead and will coordinate with country and regional technical support.

**Level:**                                        National, C2

**Employment term:**                    Fixed – Term (1 year)

**Report to:**                                   Economic Justice Lead

**What we offer:**                            Respectful and empowered working environment,  
Life insurance, Medical+ dental + optical benefits,  
Competitive salary and Career advancement opportunities,  
Generous leave entitlement

### **KEY RESPONSIBILITIES:**

#### **Partner relations and project management:**

- Work closely with the regional water governance teams (Inclusion and TROSA) and partners for the monitoring, evaluation and development of partners' current projects, this includes partners' work plan and budget
- Provide support to partners for developing new programmes & their organisational capacities.
- Identification, development and management of the portfolio of local partners and projects in relation to their programmes on water governance.
- Appraise project progress reports, ensure feedback to partner organisations & monitor agreements, and ensure registration in the administrative systems
- Contribute to the development, implementation and monitoring of the annual contract

#### **Project Monitoring Evaluation Accountability and Learning**

- Report to the line manager and coordinate with the Oxfam's Programme Quality Team on the progress made in the annual and regional plan as related to the Oxfam grant management and program development, and also coordinate the communication around this.
- In consultation with Oxfam team, initiate and facilitate activities concerning knowledge & information management with partners to strengthen the effectiveness and implementation of programmes and lessons learned.
- Facilitate the networking amongst the Oxfam Team, partners and relevant external actors like knowledge & research institutes, and initiate and facilitate reports and any publications in this area.
- Facilitate the identification, organization and monitoring of capacity building processes for partners and country office staff on natural resource management.
- Contribute to the implementation of Oxfam Country Strategy (OCS).

### Advocacy and Communications

- Support the policy officer for policy and advocacy related activities linked to the water governance especially while preparing written submission to certain assessment and report related to water governance and hydropower connected issues (e.g. written submission to Strategic Environmental Assessment of Hydropower)
- Work with policy officer to Identify policy and advocacy priorities linking water governance with land rights (energy polices, national water law, etc.)
- Help ensure the inclusion of certain cross cutting issues in water governance such as gender justice and women's rights, disability inclusion in advocacy and project activities on water governance

### Networking and Representation

- Participate in coordination/cluster meetings with external actors like local authorities, donors, I/NGOs, private sector and CBOs at sub national levels
- Feedback to EJ lead on the issues pertaining to water governance

### Programme Development

- Actively engage in discussions with Oxfam Team, partners and other stakeholders on fostering external funding opportunities and where needed develop programs with partners and others.
- Initiate and play an active role in the development of project/programme budgets.
- Appraise new partner proposals for approval and provide feedback to Oxfam country office (CO), the water governance regional teams and partners. Organise meetings on new proposals, budget development etc.
- Identify potential opportunities for local and regional co-operation and (back-donor) financing that contribute to the goals of Oxfam and develop and maintain partnerships. This includes the development and implementation of projects and programmes that (Potential) back-donors (could) finance.

### SKILLS AND COMPETENCE:

- Degree plus minimum three- year experience in project management and development for INGO
- Experience in developing project proposal/portfolios of local partners
- Experience in natural resources programming – with a strong preference for water
- Knowledge on Myanmar (and regional) context on natural resource management
- Strong understanding of monitoring, evaluation and learning
- Proven skills on managing changes, achieving results, ensuring quality, team building and capacity building
- Excellent communications skills in English and Burmese.
- Proven skills on networking and working with a wide range of stakeholders

### Core competencies

- Commitment to Oxfam's mission, vision and values and understanding and commitment to gender equality.
- Proven ability and aptitude to learn quickly.
- Capability of managing changes, result oriented and ability to produce high quality of work under pressure
- A team player, who works well in a multi-cultural environment, communicates readily and shares learning with colleagues, partners, beneficiaries and officials.
- Confidence to work alone but to judge when help is needed or there is an opportunity to share learning.
- Sound analytical and influencing skills
- Excellent interpersonal skills, including cultural sensitivity, assertiveness and negotiating skills

**Closing date:** 19<sup>th</sup> June 2018, 5:00 PM

**How to apply:** Please state applied position in email subject line and send CV and cover letter to Human Resources Department through [myanmarhr@oxfam.org.uk](mailto:myanmarhr@oxfam.org.uk)

(OR)

Oxfam office, No. 34, Corner of Aung Tau Mu Street and Golden Hill Avenue Street, Golden Valley Ward 2, Bahan Township, Yangon, Myanmar.  
Phone: +95 (0)1 539986, 539987, 539958, 539189 and 504918

We regret that only short-listed applicants will be contacted.

**Oxfam is committed to equal opportunities and diversity. We welcome and encourage applications from women, minority and underrepresented groups.**

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