

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Program Manager, Myanmar</b>
<b>Time Commitment</b>	<b>Full-time (1.0 FTE) permanent</b>
<b>Award Classification</b>	<b>SCHADS 6</b>
<b>Location</b>	<b>Level 4, 333 Queen St, Melbourne. Hybrid WFH and office</b>

### ABOUT THE ORGANISATION

#### WHO ARE WE?

IWDA is an Australia based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.

**VISION** Gender equality for all

**PURPOSE** To defend and advance the rights of diverse women and girls

**VALUES** Feminist, Accountable, Collaborative, Transformative

#### OUR GOALS 2025

1. Resource and contribute to a resilient and vibrant feminist movement, primarily in the areas of freedom from violence and power, leadership and civic space
2. Promote systemic change towards gender equality for all
3. Build a resilient and relevant feminist organisation

We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.

As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be in the world at north-south partnerships. This means we seek to understand and leverage our locational power so that we know when to:

**STEP UP** and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements

**STAND WITH** feminist movements in solidarity and amplify the work of global south actors

**STEP BACK** when others are better placed to take the lead

**SIT WITH** uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.

Our [Strategic Plan 2025](#) outlines IWDA's approach as a third way between the models of women's funds and international development NGOs.

*International Women's Development Agency (IWDA) has an EO exemption (H69/2022) and requests applications from people who identify as women only (cis or trans).*

*The successful candidate will work closely with our partner organisations based in the Pacific and South East Asia, to meet the specific needs of women in those regions. Accordingly, IWDA seeks applications from*

women (cis or trans) with lived experience in the Pacific or South East Asia; that is, from individuals who are native to a culture of the Pacific or Asia including to an Indigenous culture in a settler society in the Pacific.

Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.

## POSITION SUMMARY

IWDA has proudly partnered with women's rights organisations (WROs) in Myanmar for more than 30 years, with a particular focus on supporting the leadership of, and elevating the voices of, ethnically diverse women.

The Program Manager, Myanmar manages a five-year funding grant and related contracts for five Myanmar partner organisations. This program, which commenced in March 2022, provides core and flexible funding to WROs, enabling them to maintain their organisational operations and lead emergency responses in local communities following the military coup in February 2021.

Responsibilities include ensuring the Myanmar program adheres to IWDA's Partnerships Framework, contractual commitments, and budgets. The role collaborates with the Partnership's Senior Program Manager, Quality to lead the monitoring, evaluation, and learning efforts of the Myanmar program, ensuring the timely and high-quality delivery of contractual commitments. This involves assisting partners with their reporting and accountability processes, and translating these for donor-facing reports. Additionally, the position ensures that Myanmar partners comply with safeguarding, risk management, and due diligence requirements.

The Program Manager, Myanmar also fosters a collaborative and supportive relationship with partners to enhance their identified areas of growth. Aligned with IWDA's Strategic Plan and Feminist Movement Strengthening Framework, the role focuses on cultivating and maintaining productive and collaborative relationships and partnerships for movement strengthening, resource mobilisation, and joint advocacy purposes.

The Program Manager, Myanmar is part of the Partnerships Team and reports to the Senior Program Manager. This role contributes to the positive, collaborative, and supportive culture of the Partnerships Team, participates in IWDA's organisational learning processes, and is dedicated to fostering an inclusive culture while working collaboratively with teams across the organisation.

IWDA is committed to the wellbeing and safety of our staff. IWDA works in a hybrid model, supporting all team members to work flexibly, fully equipped from home as well as from our office in Melbourne. The candidate will be expected to work from our physical office in the CBD at least two days a week.

The safety and wellbeing of children and other vulnerable persons engaged in IWDA's programs is a priority for IWDA. We have strong recruitment processes in place to ensure the safest and most suitable people are employed by our organisation.

## KEY RELATIONSHIPS

Reports to:	Senior Program Manager
Supervises:	Program Coordinator, Myanmar
Internal:	Partnerships; People, Finance & Operations; Knowledge Transition & Equality Insights; Resource Growth & Communications. Leadership Team; Board; Staff, Volunteers, and Interns
External:	IWDA's partner organisations in Myanmar; local WROs and NGOs in Myanmar; bilateral and philanthropic donors, particularly those working in Myanmar; regional and global feminist movement actors, other INGOs working in Myanmar; and Myanmar diaspora communities in Australia

**KEY RESPONSIBILITIES****Program Management**

- Manage donor funding across IWDA and partner expenditure transparently and with accountability
- Manage consolidated quality reporting to donors – narrative and financial. The IWDA Finance Team provides support by reviewing and approving all financial reporting
- Manage funding contract and ensure deliverables meet requirements, are of a quality standard and submitted to the agreed timeline
- Secure and maintain funding to support the work of the partners
- Support program management across all areas of the program cycle, as led by partners. This includes: annual program work planning, budgeting and risk management; supporting partner reporting (narrative and financial); providing organisational strengthening support to partners as required; coordinating and participating in advocacy, consultant contract management and advocating with partners in donor spaces
- Manage monitoring and evaluation and phase designs of the program to support quality, accountability and learning, including field visits where/when possible
- Manage support to partners to meet compliance and due diligence standards especially for child protection (CP), prevention of sexual exploitation, abuse and harassment (PSEAH), and financial management with a focus to the specific needs of the partner
- Manage country security plans to ensure ongoing relevance
- Work collaboratively to manage and deliver the program work plan including delegation and support to the Program Coordinator to ensure all program cycle deliverables are met

**Relationship Management**

- Line manage and support the Myanmar Program Coordinator and oversee technical accompaniment inputs by IWDA's Advocacy Advisor, Feminist Movement Strengthening Advisor, Finance Advisor, and Communications Advisor to the Myanmar program (15-20% of time)
- Sustain and develop new relationships with Myanmar local WROs, organisations of persons with disabilities (OPDs), LGBTQI organisations and organisations focused on climate justice to strengthen alliances, networks, and program development opportunities
- Sustain and further develop IWDA's relationship with current donors; build and cultivate new relationships with potential donors, including bilateral and philanthropic donors
- Support activities by the Resource Growth & Communications team, including content gathering and building relationships with donors
- Contribute to IWDA's alliance and network approach to strengthen feminist movements, nationally, regionally, and internationally, with a focus on key Asia networks
- Contribute to strong working culture through building positive and constructive working relationships with members of IWDA's Systemic Change and Partnerships Team and other teams

**Contribute to IWDA and partner organisational development and program planning/ organisational strengthening**

- Contribute to IWDA's resource mobilisation through developing and contributing to high quality proposals
- Contribute to ongoing program development and sharing of lessons learned in IWDA and with program partners
- Contribute to team planning and risk management and assist in the development of the Partnership's new grant management system

- Contribute to the preparation of reports and analysis as requested, including organisational MEL requirements
- Represent IWDA at relevant inter-agency meetings, working groups, conferences, or workshops
- Document stories and lessons learned through program, project, and field experience to contribute program development, organisational learning and IWDA communications
- Support IWDA's Communications Strategy by documenting individual stories and program outcomes to inform a range of IWDA stakeholders
- Contribute to the ongoing development of IWDA's policies and procedures as they relate to program partnerships
- Contribute to ACFID and DFAT accreditations, and identify and implement continuous program improvement to ensure compliance
- Support other IWDA organisational priorities in line with the role as required

As with all employees, the role holder will also contribute to IWDA organisational processes as appropriate to their seniority in the organisation. These include: monitoring, evaluation and learning; budgeting, planning and reporting, and organisational culture building, including improving organisational drivers of diversity and inclusion and the continual work towards becoming an anti-racist organisation.

#### SELECTION CRITERIA

Technical Competencies	Behavioural Competencies
<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Substantial experience in program and contract management, including applying for and managing grants for international or local programs within an INGO setting, along with report writing that demonstrates program impacts</li> <li>2. Demonstrated understanding of, and strong experience with, financial management, including budget negotiations, complex multi-partner budget development, supporting and reviewing acquittals, forecasting and variance reporting and consolidated donor financial reporting</li> <li>3. Effective people management skills to support and empower a Program Coordinator to work collaboratively and independently to meet role responsibilities; and grow within the role</li> <li>4. Strong understanding of gender equality and women's rights issues and social inclusion, ideally in Myanmar and/or in Southeast Asia</li> <li>5. Demonstrated experience building and supporting healthy long-term partnerships with local autonomous partners and working respectfully within these relationships</li> <li>6. Experience managing donor relations, including proven negotiation skills</li> <li>7. Demonstrated experience with monitoring, evaluation and learning, preferably in gender equality focused programs</li> <li>8. Relevant tertiary qualifications</li> <li>9. Highly developed interpersonal skills, including in cross-cultural contexts</li> <li>10. Self-motivated and demonstrated ability to work independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals</li> </ol>	<ul style="list-style-type: none"> <li>• Valuing Diversity</li> <li>• Empowerment</li> <li>• Managing Work &amp; Quality</li> <li>• Acting with Transparency</li> <li>• Building Trusting Relationships</li> <li>• Collaborating for success</li> <li>• Learning, Improving &amp; Adapting</li> <li>• Judgement &amp; Decision Making</li> </ul>

<p>11. A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions, and deadlines</p> <p>12. Commitment to feminism, diversity and inclusion</p> <p><b>Desirable</b></p> <p>13. Experience working in Myanmar, and/or with Myanmar women's rights organisations/activists.</p> <p>14. Experience leading safeguarding processes and compliance.</p> <p>15. Experience working with feminist movement strengthening programs, utilising feminist approaches to partnership and advocacy.</p>	
<p><b>GENERAL CONDITIONS</b></p>	
<p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> <li>• Support and demonstrate IWDA's values and behavioural competencies</li> <li>• Act at all times in accordance with IWDA's Code of Conduct and Policies</li> <li>• Comply with IWDA's Occupational, Health, Safety &amp; Wellbeing Policy and practices</li> <li>• Act at all times in accordance with IWDA's Safeguarding Code of Conduct and Policies</li> <li>• Undertake police check prior to commencement and every two years thereafter.</li> </ul>	
<p><b>TRAVEL REQUIREMENTS</b></p>	
<p>Program Managers are required to undertake approximately six to eight weeks travel per year. Travel to remote locations is a requirement and the incumbent must be confident and fit to travel to such locations. It is a condition of employment that staff abide by all IWDA Policies and Procedures, particularly in relation to occupational health, safety and wellbeing as well as international security and safety.</p>	