

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Program Coordinator, Myanmar</b>
<b>Time Commitment</b>	<b>Full-time (1.0 FTE) permanent</b>
<b>Award Classification</b>	<b>SCHADS 4.1 or 4.2</b>
<b>Location</b>	<b>Level 1, 250 Queen St, Melbourne</b>

### ABOUT THE ORGANISATION

IWDA is the leading Australian agency entirely focussed on women's rights and gender equality in the Asia Pacific region. We are international, feminist and independent.

**OUR VISION** Gender equality for all

**OUR PURPOSE** To advance and protect the rights of diverse women and girls

#### VALUES

Feminist, Accountable, Collaborative, Transformative

#### OUR GOALS 2020-2023:

1. Resource and contribute to a resilient and vibrant feminist movement
2. Promote systemic change towards gender equality for all
3. Build a resilient and relevant feminist organisation

IWDA works in partnership with gender equality focused organisations in Asia and the Pacific; with international women's movement coalitions; and with government and academic institutions in Australia to address the practical and structural barriers to gender equality. IWDA's partnership work seeks to achieve transformational systemic change in order to realise our vision of gender equality for all.

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. In accordance with our **Feminist Movement Strengthening Framework**, 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.

*International Women's Development Agency (IWDA) has an EO exemption (H204/2021) and requests applications from people who identify as women only.*

*IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. **Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners, especially Myanmar.***

*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 in Myanmar for more than 30 years, with a particular focus on supporting the leadership of, and elevating the voices of, ethnically diverse women.

Over the last year, IWDA's long-term partners have been at the forefront of the resistance movement against the military coup. Women's rights activists are risking their lives to speak out for a democratic future based on an inclusive, federal model.

A flourishing women's rights movement has grown in strength in Myanmar over the past decade, with political reforms opening space for women's rights organisations to coordinate and mobilise. Women's rights activists have achieved some significant milestones. The military coup is substantially undermining these advances and has grave implications for the rights of women across the country. However, at the same time, diverse women have taken a strong and highly visible role in the resistance, offering hope that the feminist movement has the power to create sustainable change towards gender equality in Myanmar.

The Program Coordinator will support the Program Manager to successfully implement a new five-year program, Women Leading Change. The program will provide core, flexible funds for women's rights organisations leading emergency responses in local communities.

The role will undertake program coordination, information management, logistics management, contract management support, financial administration, monitoring, evaluation and learning (MEL) inputs, consultant contracting, donor tracking, support to proposal development and administration regarding IWDA's Myanmar Country Program.

IWDA is committed to the wellbeing and safety of our staff at this time of COVID-19. All our team members are able to work flexibly from home as well as from our office in Melbourne. All staff are fully equipped to work productively and safely from their homes. As long as it is COVID-19 safe, the candidate will be expected to work from our physical office space at least two days a week and to adapt to different working arrangements as the response to COVID-19 develops.

## KEY RELATIONSHIPS

Reports to:	Program Manager, Myanmar
Internal:	Systemic Change & Partnerships Team; Business Transformation Team; Leadership Team; Board; Staff, Volunteers and Interns
External:	IWDA partner organisations; local NGOs in Myanmar (including potential IWDA partner organisations); Australian Embassy 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 Coordination

- Collaborate with the Program Manager, Myanmar for effective development, coordination and delivery of IWDA's portfolio of partnerships and programs in Myanmar, particularly Women Leading Change
- Support the Program Manager to deliver accurate and complete financial and narrative reports, including liaising with partners for quality and timely inputs
- Support the coordination and maintenance of program records, including archiving and program knowledge management
- Support the Program Manager and partners with effective financial administration, including monitoring against budgets; preparation of funds transfers; and addressing variances as required
- Provide logistics support for events and workshops, including: preparing documents for external consultants; procuring small value items; and keeping records of meetings

- Track and support partners to meet donor compliance standards, including, but not limited to risk management, Anti-Fraud and Corruption, Child Protection and Prevention of Sexual Exploitation, Abuse and Harassment requirements
- Support the tracking, preparation and submission of tenders or applications for program funding or grants
- Develop/review process and policy documents to support partner operations

**Coordinate monitoring, evaluation and learning (MEL) processes that gather evidence of program achievements**

- Support the Program Manager in project monitoring, evaluation and learning processes including data capture, quality control and reporting
- Support the Program Manager to build partner capacity in MEL processes through strong information management and innovative administrative processes
- Support the Program Manager to undertake in-country monitoring visits and participate in field visits as required
- Support documentation of stories and lessons learned through the program to contribute to country program development, organisational learning and IWDA communications and fundraising

**Relationship Management**

- Maintain and enhance cross-team engagement within IWDA related to partnerships
- Support communications, advocacy and fundraising activities as required
- Support the Program Manager to identify potential new relationships or partnerships for the purposes of advocacy, movement strengthening or resource mobilisation
- Support other IWDA organisational priorities in line with the role as required

**SELECTION CRITERIA**

**Technical Experience**

**Essential**

1. Experience (voluntary or paid) working within the international development sector or local programs in an NGO setting in a program support role
2. Demonstrated success establishing and coordinating administration and tracking systems, preferably in support of project management
3. Well-developed financial acumen and computer proficiency in Microsoft Office Suite
4. Strong written communication skills, including the ability to adapt writing and presentation style for a range of audiences and purposes including correspondence, proposals or submissions, report writing and minute taking
5. Commitment to feminism, diversity and inclusion

**Desirable**

6. Experience supporting the implementation of disability inclusion and safeguarding practices and policies
7. Relevant tertiary qualifications or equivalent experience

**Behavioural Competencies**

- Valuing Diversity
- Empowerment
- Managing Work & Quality
- Acting with Transparency
- Building Trusting Relationships
- Collaborating for success
- Learning, Improving & Adapting
- Judgement & Decision Making

## GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's Values and Behavioural Competencies
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Act at all times in accordance with IWDA's Child Protection Policy and Code of Conduct
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices
- Undertake a police check prior to commencement and every two years thereafter

## TRAVEL REQUIREMENTS

Pre-COVID, Program staff were required to undertake approximately ten to twelve weeks travel per year. Travel to remote locations is a requirement and the incumbent must be confident and fit to travel to such locations. Following a detailed risk assessment, it is anticipated that Program staff will be given the opportunity to recommence travel to the Asia region from July 2022.

It is a condition of employment that staff abide by all IWDA Policies and Procures, particularly in relation to Occupational Health and Safety and security and safety.