

POSITION DESCRIPTION

Position Title:	Program Manager, Myanmar
Time Commitment:	Full-time (1.0 FTE) fixed-term (12 months) parental leave cover Position commencing in February 2019
Location:	Level 1, 250 Queen St, Melbourne
ABOUT THE ORGANISATION	
<p>WHO ARE WE? 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.</p> <p>OUR VISION Gender equality for all</p> <p>OUR PURPOSE To advance and protect the rights of diverse women and girls</p> <p>VALUES Feminist, Accountable, Collaborative, Transformative</p> <p>OUR GOALS 2016-2021</p> <ol style="list-style-type: none"> 1. Promote women's leadership and participation 2. Increase women's safety and security 3. Accelerate women's economic rights 4. Support systemic change towards gender equality 5. Ensure organisation sustainability and influence <p><i>International Women's Development Agency (IWDA) has an Equal Opportunity exemption (H112/2018) and requests applications from women only. IWDA encourages women from culturally and linguistically diverse backgrounds and women with disabilities to apply. Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct</i></p>	
POSITION SUMMARY	
<p>This position is part of the Programs Team and takes key responsibility for the coordination and implementation of the Myanmar program partnerships. Currently, the Myanmar program focuses on: IWDA's Strategic Goal 1) promoting women's leadership and participation; and IWDA's Strategic Goal 2) strengthening women's safety and security through a portfolio of projects in partnership with women's rights organisations. In the lead up to Myanmar's next general election in 2020, the country program includes a number of innovative women's political leadership projects.</p>	

In addition to partnership and project coordination, the Program Manager will also contribute to wider program development at IWDA, including organisational monitoring, evaluation and learning, thematic working groups, funding submissions and IWDA's communications for development.

KEY RELATIONSHIPS

Reports to: Senior Program Manager
 Internal: Director of Programs, Programs team, staff, volunteers, interns
 External: Partners, Consultants, Donors and relevant non-government organisations, women's and development networks within Australia and overseas

KEY RESPONSIBILITIES

1. Coordination of a specified country portfolio of overseas development partnerships in line with agreed project/program budgets and contracts

- Build and maintain organisational relationships with partner organisations and provide technical and mentoring support that contributes to strategic planning, monitoring and evaluation, financial management and transparency, mutual learning and capacity development
- Implement, monitor and revise the Country Operational Plan, on a cyclical basis, in line with IWDA's Strategic Plan and Monitoring, Evaluation and Learning Framework, and collaboration with internal stakeholders
- Manage project contracts and financial and narrative reporting processes to ensure implementation against timelines and budget
- Collaborate with colleagues, consultants and organisations in Australia and overseas to identify and resource training and/or other technical or institutional support as agreed with partner organisations
- Plan and undertake in-country support and monitoring visits with partners (approximately 10 - 12 weeks per annum)
- Complete field visit and project reports in line with IWDA procedures and donor requirements
- Contribute to the sourcing of future program funding
- Develop, implement and monitor the Country Security Plan and comply with all IWDA Security Guidelines and OHS&W requirements within delegated areas of responsibility

2. Manage Staff and Consultants

- Manage and support the Myanmar Program Coordinator
- Manage consultancy contracts for technical inputs, research, partner organisational capacity-strengthening and other country program support as required

3. Contribute to IWDA organisational development and program planning

- Contribute to ongoing program development within regional and thematic frameworks
- Contribute to the preparation of program reports and analysis as required
- 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 to country and regional program development, organisational learning and IWDA communications
- Support IWDA's Strategic Plan and communication objectives by documenting country program outcomes to inform a range of IWDA stakeholders
- Contribute to the ongoing development of IWDA's policies and procedures as they relate to Overseas Programs

4. Relationship Management

- Coordinate and collaborate with other IWDA staff across Programs and other teams providing input to Myanmar Country Program support to ensure a streamlined approach
- Liaise with partners, donors and stakeholders in relation to key gender issues identified in the Country Operational Plan
- Develop new relationships with local NGOs and key stakeholders to strengthen alliances, networking and program development opportunities
- Contribute to IWDA's alliance and network approach to strengthen women's and social justice movements nationally, regionally and internationally

SELECTION CRITERIA

Technical Experience	Behavioural Competencies
<p>Essential</p> <ol style="list-style-type: none"> 1. Relevant post-graduate qualifications 2. Minimum 3 years' experience in international program management, ideally in Timor Leste, including project design, implementation, monitoring and evaluation 3. Understanding of the Myanmar context 4. Demonstrated practice in implementing gender and development programs, particularly in relation to promoting women's leadership and participation; and strengthening women's safety and security 5. Financial management expertise including budget planning and forecasting, coordinating annual acquittals, financial and variance reporting 6. Highly developed writing skills for proposal development, stakeholder reporting, communications and fundraising materials 7. Highly developed inter-cultural and interpersonal skills 8. Commitment to feminism in practice <p>Desirable</p> <ol style="list-style-type: none"> 1. Demonstrated experience designing and delivering programs for: supporting women's leadership and 	<ul style="list-style-type: none"> • Valuing Diversity • Empowerment • Managing Work & Quality • Acting with Transparency • Building Trusting Relationships • Collaborating for success • Learning, Improving & Adapting • Judgement & Decision Making

<p>participation; and strengthening women's safety and security</p> <p>2. Relevant language skills (Myanmar)</p>	
<p>GENERAL CONDITIONS</p>	
<p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> • Support and demonstrate IWDA's Values and Behavioural Competencies • Act at all times in accordance with IWDA's Code of Conduct and Policies • Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices • Support a child safe organisation and undertake a police check prior to commencement and every 3 years thereafter. 	
<p>TRAVEL REQUIREMENTS</p>	
<p>Program Managers are expected to undertake approximately ten to twelve weeks travel per year to support partners in program management and monitoring and to evaluate our work. It is a condition of employment that staff abide by all IWDA security and safety policies and procedures. Travel to remote locations is a requirement of the role and staff should be confident and fit to travel to these locations.</p>	