



JOB DESCRIPTION

Job Title	Country Representative, Myanmar
Reports to	Regional Director, Asia-EMENA
Management Responsibility	Programme Manager – Gender and Conflict Sensitivity, Senior Finance and Administration Officer, consultants
Job location	Yangon, Myanmar
Grade	2A
Contract Duration	1 year with the possibility of extension

Job Purpose

The Country Representative leads Alert's peacebuilding work in Myanmar, managing Alert's country programme and ensuring that projects deliver quality peacebuilding outcomes. Our working includes support gender, peace and security and conflict sensitive natural resource management, as well as technical assistance primarily in the area of conflict and gender sensitivity. The work entails research, advocacy, capacity building and accompaniment of partners.

The Country Representative manages programme and finance/operations staff in Yangon and liaises with technical experts in HQ. S/he works closely with national partner organisations ensuring quality and impact of programme implementation, and compliance in finance and operations. The post holder will play a pivotal role in revising and implementing the country strategy in line with Alert's peacebuilding mission. S/he will lead fundraising to develop our programme in Myanmar, will be responsible for financial and operational stability for the country office in a rapidly changing political environment.

Duties and Responsibilities

Strategic leadership

- Lead the strategic development of Alert's role in Myanmar. Ensure the country strategy is aligned to organisational priorities, adapted to local and regional dynamics, and informs strategic decisions.
- Lead the team to undertake state and country-level conflict analysis and ensure that feeds into peacebuilding strategies.
- Provide internal leadership and communicate the vision and mission of Alert in Myanmar. Support staff to feel ownership of the organisation's mission and our country strategy.
- Nurture collaborative relationships with a wide array of stakeholders including with government and political leaders, private sector, international agencies and institutions, civil society, national and international NGOs and key bilateral donors.

- As a member of Alert's Global Leadership Team, contribute to organisational development; raising and engaging on organisational issues.

Programme implementation

- Ensure Alert's programming in Myanmar is high quality and delivers impactful and timely peacebuilding. Directly support project implementation and grant management where needed.
- Ensure visibility of Alert in various peacebuilding/NGO platforms and work with the Advocacy and Communications team to deliver Alert's influencing strategy.
- Ensure that all programmes integrate monitoring and evaluation. Support programme and M&E staff and consultants to effectively document and share impact, and support learning from programme delivery and impact assessments.
- Conduct scoping and monitoring visits across the country.
- Ensure a thorough process for identifying new local partners and invest strategically in partner accompaniment.
- Write and deliver internal and external reports in a timely manner, highlighting programme impact and lessons learned. Contribute to Alert's global knowledge base, sharing lessons learned and joining organisational events.

Human resources

- Ensure the team is well staffed, with the appropriate mix of talents, knowledge and skills, and that the management structure enables staff to work effectively.
- Line manage two senior staff, providing support, encouragement and performance management,
- Ensure all staff have clear roles and responsibilities and that teams work effectively together to achieve common objectives.
- Provide opportunities for staff to learn and develop, and monitor staff's progress in capacity, knowledge and insight as much as in performance and skill.
- Promote coordination and cross learning within the Myanmar team, regionally and organisationally. Hold relevant staff accountable for responding to the requirements of other teams in the organisation.
- Ensure respect for Alert recruitment, retention and staff performance management policies. Ensure HR and administrative systems and procedures comply with Myanmar law, Alert global policy and donor-specific requirements.

Financial and security management

- Line manage and support the Finance and Operations Manager to ensure that country office finance management policies and practices are in line with Alert's global finance manual, ensure efficient use of financial resources (by staff and partners), minimize fraud, maximise project results and respect donor contractual obligations.
- Manage the country programme budget and take corrective measures to minimise and/or fill identified gaps. Ensure that budget forecasts are realistic and accurate.
- Support teams to produce realistic planning and effective implementation to achieve budget expenditure targets in a timely manner.
- Ensure continuous evaluation of risks and oversee updating of standard operating procedures as per evolving security situation in zones of operation.
- Ensure that all staff in Myanmar are informed about and respect the Myanmar country security manual, and liaise with staff in London on security management.
- Following Alert's security procedures, manage staff security within Myanmar, including evacuation or relocation of staff, decisions to limit movements to/from or within certain areas. Ensure security manual and procedures are kept up to date.
- Liaise with the INGO platforms in Myanmar to collect relevant information and ensure Alert respects all its legal obligations.

Fundraising, project design, monitoring and evaluation

- Lead fundraising for new work in Myanmar, in line with the country strategy and organisational goals. Develop new project ideas in existing or new thematic and geographic areas.
- Develop relationships with donors, pitch ideas, write proposals and budgets in line with

organisational policies, to secure new funding.
Travel requirements
This post is based in Yangon, with regular national travel to other locations across the country. International travel to London is also required.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Talents
At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you are likely, to have a talent for entrepreneurial and strategic programme development, with strong technical peacebuilding competences. You will be an outstanding team player, supporting individuals and groups working together to advance peacebuilding outcomes in Myanmar and across Alert's portfolio. You will have a talent for multitasking, leading and organising others but also working independently and making sharp decisions, using your judgment. These are the qualities we will be looking for above all else.

Experience implementing peacebuilding or conflict transformation work.
Significant knowledge of Myanmar and its conflict dynamics.
Experience leading teams to implement and monitor programmes.
Senior management experience with an international organisation in a conflict-affected or fragile context.
Financial management experience, including managing grants and budgets.
Experience managing staff, including recruitment, support and performance management.
Experience securing new funding for programmes, including developing project ideas, relationships with donors, writing proposals and budgets.
Excellent writing skills, including experience of writing policy briefings and reports.
Excellent interpersonal skills and ability to engage with a wide spectrum of actors, including community members, political and civil society figures, military and security forces, diplomatic missions and donors.
Fluent written and spoken English and Myanmar

DESIRABLE REQUIREMENTS

Experience of research, evaluation or policy development.
Experience of capacity building in peacebuilding or development.
Experience in two or more of the of the following areas: conflict sensitivity, gender, conflict analysis, natural resource management.
Familiarity with one of the ethnic languages spoken in Myanmar