



Social Care volunteer Group (SCVG)

VACANCY ANNOUNCEMENT

Reference Number: VA_2101

Role Profile

Position Title:	Assistant Programme Manager (Peace & Justice)		
Department/ Programme:	Programme Implementation	Location:	Magway
Number of Position:	1	Grade:	C-3

ABOUT SCVG

SCVG is a local non-profit, non-governmental, non-religious, youth-driven civil society organization working for children and youth in Magway since 2007. SCVG served several thousands of youth and children through its interventions: HIV prevention, youth development, emergency response in disaster, legal aid, child rights governance, child protection, gender-sensitivity health services, CSO/CBO strengthening and youth capacity building activities.

Our vision is “Youth is a powerful and trustworthy taskforce in the sustainable development process in Myanmar”.

Our Programmes include Good Governance, Peace and Justice, Disaster Risk Reduction and Health with the strategies of creating youth-friendly space, capacity building, research, advocacy and partnership.

During eleven years period of 2007 to 2018, SCVG was able to reach 396 villages under 17 townships of Magway region which brings long-term benefit for an estimated population of 87,449 by undertaking total 19 projects which in combined total accumulative investments of 603,851,477 MMK.

PURPOSE OF THE POSITION

SCVG is currently inviting a motivated, experienced and talented individuals to apply **Assistant Programme Manager for Peace and Justice Programme**, under the direct supervision of Program Manager to responsible daily programme management, communication and supervision roles of Project Coordinator(s) to achieve its programme goal and expected outcomes based in Magway.

SCOPE OF ROLE

Report to:	Programme Manager
Supervision of:	Project Coordinator(s)
Budget responsibilities:	Yes, budget oversight for USAID funded projects as a delegated budget holder

KEY AREAS OF ACCOUNTABILITY

Program Planning and Development

- Initiate the development of concept papers and proposals in the geographical areas, he/she supervises, in coordination with the Senior Management Team.
- Promote the development of a programmatic approach within SCVG.
- Contribute to long-range strategic plan and annual operating plan development in SCVG.

Program Management

- Participate in the assessment of project proposals, providing recommendations to Programme Manager.
- Develop regular implementation plans and reports based on the approved project proposal and project plan.
- Manage ongoing project implementation, monitoring, and evaluation to ensure that activities are properly focused, participatory, environmentally friendly, and gender-sensitive and follow an integrated approach:
- Conduct field visits to project sites to monitor project activities.
- Maintain a professional working relationship with beneficiaries and counterparts.
- Understand and comply with all relevant SCVG policies and procedures.

Coordination and Collaboration

- Perform coordination and collaboration with other related departments/ sectors to ensure well planning, and supportive each other's;

Advocacy, Networking & Reporting

- Responsible for township level coordination and relationship building with the local authority, government, key departments, other agencies, and partners INGO and NGOs who are working.
- Responsible to submit a quality written quarterly and/ or annual project progress, narrative report to Programme Manager.
- Assist in preparation of donor reports as requested by the Programme Manager in line with donor requirements.

QUALIFICATION

- Any university graduates;
- Minimum five years of professional experience in program designing and implementing, preferably in peace and justice sector, and working with youth.

EXPERIENCES AND ESSENTIAL SKILLS

- Proven working experience in strategic planning and programme management, and reporting;
- Proven experience in effective programme planning and implementation, monitoring and evaluation;
- Experience of managing and developing a team and ability to lead, motivate and develop others;
- Ability to analyze information critically, evaluate options strategically;
- Excellent computer skills and using Microsoft office software;
- Commit to contribute the organizational vision and strategies;
- Adherence to SCVG's values, policies, guidance, and procedures;



- Good communication, teamwork;
- Patience, diplomacy, flexibility, critical thinking and analytical skills; and
- Ability to travel frequently to project sites.

HOW TO APPLY

Interested applicants are requested to submit a cover letter, an updated CV including recent passport-size photo, expected salary in Myanmar Kyat (no requirement of copy of certificates) and two referees (including their name, position and contact details) to info@scvg.org with subject line: “Application for the post of Assistant Programme Manager” no later than 5:00 pm, 18th January, 2021.

Youth are encouraged to apply.

Only short-listed candidates will be contacted.

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The above-noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/ her position. As the nature of project demands change so, too, may the essential functions of this position.