



TERMS OF REFERENCE

Programme Manager – Peacebuilding and Education

Duty station:	Yangon, Myanmar (with considerable travel)
Position title:	Programme Manager – Peacebuilding and Education
Reporting to:	Head of Programmes
Duration:	12 months initially (with possibility of extension subject to performance)
Contract type:	Full time

* Please note: Job title may change.

Background

The 'Paung Sie Facility' (PSF), is a multi-donor facility, primarily funded by the governments of the United Kingdom, Australia and Sweden. The PSF has a focus on the enhancement of social cohesion across Myanmar. Projects are generally small-scale and tailored to increase the prospects for a peaceful and cohesive society in Myanmar. NIS provides administrative and technical support to the PSF. Salary and benefits for this position are according to NIS Foundation general directions.

For more information on PSF, please see the PSF homepage: <http://www.paungsiefacility.org/>

For more information on NIS, please see NIS homepage: <http://www.nis-foundation.org>

Essential Functions

This role will be tailored to the skills and experience of the post holder but will focus on developing and delivering our education programme portfolio supporting social cohesion, working closely in a co-design and advisory capacity with PSF staff and partners. The Programme Manager (PM) will ensure synergies within the overall PSF programme portfolio and with other relevant funds and programmes operating in Myanmar. The PM line-manages a Programme Officer and works closely with other units of the PSF.

The PM is expected to demonstrate considerable knowledge, understanding and practical experience of current global best practice as it relates to formal and informal education policy and curriculum development including civic education, as well as operationalising relevant and effective programming. The PM supports the PSF and partners in influencing stakeholders - including government actors - in applying our strategy and activities in pragmatic and innovative ways in the Myanmar context.

The PM will play a key role in contributing to a culture of energy, innovation and excellence within the PSF.

Main Responsibilities

- Lead PSF strategy development and programming on education encouraging changes in perspectives, understanding, beliefs, social norms and entrenched practice, providing innovative and practical programming solutions which promote inclusion and social cohesion and which are closely aligned to the PSF Theory of Change.
- Explore new ways of scaling up existing and emerging PSF education programming, including but not limited to partnerships with the informal and private sectors.
- Work with partners to co-design and deliver targeted programmes focusing on civic education.
- Provide contextual analysis relative to education policy and practice, including mapping to influencing development assistance in the education sector.
- Line-manage a Programme Officer and provide ongoing mentoring and coaching including the delivery of technical guidance, allocation of duties and monitoring performance according to the PSF Performance Management Policy.
- Establish and maintain excellent and effective working relationships with programme partners and PSF stakeholders.
- Work with Implementing Partners (IPs) to develop robust grant proposals, which meet expected PSF standards and donor requirements, through the direct provision of high quality technical and programming support.
- Carry out and supervise in-depth appraisal of project proposals submitted by IPs, providing guidance on areas requiring further development, according to PSF and donor criteria.
- Provide ongoing practical support and advice to IPs to ensure the delivery of effective and responsive programming that reflects global lessons and Myanmar opportunities by translating concepts into practical on the ground deliverables.

- Ensure compliance with donor standards, international and national best practice (including on conflict-sensitivity and gender, youth and disability inclusion) and evolving peacebuilding and education literature.
 - Ensure complementarity and alignment with other PSF programme themes through close technical engagement with other Programme Managers.
 - Work closely with the PSF Monitoring, Evaluation and Learning (MEL) team to identify appropriate monitoring and evaluation indicators and means of verification to ensure effective measurement of project deliverables.
 - Confidently access, engage with and influence senior national and international interlocutors and decision-makers in the education sector.
 - Undertake regular project site visits and meetings with partners (nationally and internationally), sometimes at short notice and contribute to PSF internal and external reporting as requested.
 - Support PSF IPs in their risk management practices. Support the Programme Officer in building the capacity of local organisations to understand and mitigate project related risks.
- Other tasks as assigned by the Head of Programmes.

Desired qualifications

- Master of Education, Pedagogy or equivalent relevant qualification (or significant senior level experience). Specialisation in promoting peacebuilding or social cohesion through education preferred.
- 10-15 years expertise with at least 5 years of progressive management experience internationally and in cross-cultural, international organisations, with demonstrated experience in the design and implementation of civic education programmes.
- Strong knowledge and experience of the education sector, including policy design and advocacy alongside community and intercommunal relations in Myanmar or the region.
- Demonstrated experience and knowledge of grant-management.
- Demonstrated ability to communicate with multiple stakeholders in complex environments.
- Experience working in transitional environments and with donor programmes.
- Strong networking and influencing skills.
- Strong communication skills in written and spoken English essential, Myanmar language skills an advantage.

Success Factors

- Deep subject area knowledge with a capacity to identify entry points and opportunities for interventions and manage the risks and challenges for such initiatives.
- Strategic sense with a focus on detail and providing creative solutions at the programme and project levels.
- Robust networking skills and an ability to create synergies between individuals, organisations and initiatives.
- An energetic team player and leader with the ability and inter-personal skills to engage, motivate and empower partner organisations and team members.
- An eye to ways to improve the organisation by enhancing PSF systems, processes and approaches.
- Keen sense of ethics, integrity and commitment to PSF's mandate.

All applications must be submitted by **31 July 2019**, via our dedicated online system, which may be accessed at the following address: <https://app.smartsheet.com/b/form/cdcb5a63d6c74c69a03bfb9a1e0833c>. Please note, applications will be considered on a rolling basis and the vacancy may be filled before the closing date. Early applications are therefore strongly encouraged. International, regional and national specialists are encouraged to apply for this role.

Valid applications must contain a cover letter, a CV (maximum 4 pages), as well as a minimum of 3 references. Please note, that applications which do not follow these instructions will not be considered.

Any queries should be directed to recruitment.psf@nis-foundation.org

PSF is committed to promoting diversity and gender equality within our organisation and programmes. We welcome and encourage applications from women, persons with disabilities, members of the LGBTQI community and people from minority groups and other diverse backgrounds.