



Vacancy Announcement for

Myanmar Institute for Integrated Development (MIID)

Programme Manager
(Locally recruited International position)

The Myanmar Institute for Integrated Development believes research and development should be creative and holistic, looking across all sectors and communities involved, in order to find effective and lasting solutions for poor, rural communities. We believe people affected by decisions should be involved in making those decisions, and that communities benefit most when they are empowered to take ownership of the development process themselves. We work in Myanmar's upland regions, such as Chin State and Shan State, and work closely with ethnic minority groups and local governments, focusing on the management of natural resources and social inclusion, agriculture, food security and nutrition. Learn more about MIID at www.mmiid.org.

As a key member of the organization's leadership, the Programme Manager works across departments and projects to provide strategic direction, project management, business development, and streamlining of administrative policy to the organization as a whole. S/he will support and develop an extensive portfolio of projects ranging from river health monitoring on the Ayeyarwaddy and Than Lwin rivers, climate change adaptation and civil society strengthening in Shan State, food and nutrition security in Chin State, community inclusion on water governance, etc.

The post is based at the MIID Office in Yangon with occasional travel to project sites around the country, mostly in ethnic upland areas. The Programme Manager will report to the Executive Director.

Duties and Responsibilities:

Support and manage activities in project/programme development and implementation, in particular:

- 1. Programme/Project development and preparation**
 - Identify and present ideas for new MIID projects

- Track funding opportunities for current and potential MIID activities and prepare concept notes, proposals and budgets
- Prepare agreements with partners/donors as required
- Assist with timely preparation of project concepts and project documents according to donor formats and requirements

2. Management and implementation

- Prepare and oversee efficient implementation of projects and programmes
- Identify, brief and support short term international and local specialists
- Undertake monitoring of field activities
- Forecast and manage project budgets
- Prepare narrative and financial reports as required
- Provide support to finance and administrative matters at MIID office and field operations as required

3. Communication/information

- Produce promotional material/stories based on MIID activities
- Assist with production of MIID web stories
- Represent the organization at events and meetings
- Support strong internal communication amongst the MIID team
- Support development of MIID organisational processes, procedures and knowledge management

Required Qualifications:

- Education: Bachelor's degree or its equivalent is required. Masters degree in development-related field preferred.
- Minimum 5 years experience in programme management, preferably in a non-profit setting in a developing country. Experience with organizational development a plus.
- Proven ability to develop project concepts and author funding proposals for large international donors
- Work experience in Southeast Asia. Myanmar experience highly desired.
- Able to juggle many tasks and projects at one time.
- Proven ability to lead multi-cultural teams
- Excellent inter-personal skills, ability to motivate and inspire staff
- English language fluency. Myanmar language skills are a plus, but not required.

Interested applicants should apply by e-mailing a cover letter, CV and 2 professional references via e-mail to info@mmiid.org. Please include "Program Manager" in the subject line. **Submission deadline is May 17, 2017.** The post will be filled on a rolling basis as qualified applicants are identified. Only successful applicants will be contacted.