



## Vacancy Announcement Programme Officer for South East Asia

**Starting date:** From October 2019 (negotiable)  
**Application deadline:** 2 September  
**Location:** Yangon, Myanmar  
**Language requirements:** English and Myanmar language

### The PeaceNexus Foundation

PeaceNexus ([www.peacenexus.org](http://www.peacenexus.org)) is an operational foundation based in Switzerland. We provide a range of capacity building services with the objective of strengthening the effectiveness of organisations that play a role in building peace. Our service areas include: organisational development for peacebuilding champions; developing organisational capacities for conflict sensitivity and supporting inclusive dialogue with business to develop solutions to local peacebuilding challenges. We provide support to international partners as well as local partners in our focus regions of West Africa, Central Asia, Western Balkans and South East Asia.

In South East Asia, we aim to ensure that key actors working on economic development in conflict-affected regions are able to do so in a way that is conflict sensitive and supports efforts to build inclusive peace. We have been supporting a range of partners in Myanmar since 2012 and will continue to focus on Myanmar within the region for the next three years, while exploring opportunities for broader regional programming.

### South East Asia Programme Officer

PeaceNexus seeks a full-time Programme Officer (PO) to support the development and implementation of partnerships in South East Asia. We are looking for an individual with an in-depth understanding of the socio-political context in Myanmar, and significant experience working with local civil society, business and government actors on development issues. The PO should understand how to work in partnership with local stakeholders, should be highly motivated, and have strong organizational and interpersonal skills. Ideally, they should have some experience with organizational development, mediation and/or dialogue facilitation.

### Responsibilities and tasks

#### 1. Programme Support

- Support the Regional Programme Manager in building strong relationships with civil society organisations, private sector actors, local authorities and multilateral actors.
- Manage and/or support selected partnerships and maintain effective working relations between PeaceNexus, its partners and the experts hired to support them.
- Support monitoring, reporting and evaluation of programme activities and outcomes.
- Provide translation or interpretation between Burmese and English for some partnership activities.

#### 2. Administration

- Manage office finances and accounts including: requesting fund transfers, reviewing and maintaining receipts, processing payments to partners, paying office bills and preparing financial reports in accordance with PeaceNexus guidance.
- Support the Programme Manager in tracking the Programme budget and with other administrative needs that may arise.

### 3. Communication

- Report to the Programme Manager and other PeaceNexus staff on progress implementing the regional strategy and on developments related to specific partnerships.
- Contribute to PeaceNexus internal and external communications and reports relevant to the region.
- Support the development of PeaceNexus programme materials in the Burmese language.

### Core qualifications and competencies required:

#### Peacebuilding knowledge and experience

- University degree relevant to peace building, international development or public administration
- Minimum three years of experience working in peacebuilding-relevant programmes in Myanmar

#### Expertise relevant for one or several of our service areas:

- **Organisational change management and capacity-building** -- Work experience in process design, facilitation and accompaniment of organisational development, capacity building and change management processes
- **Inclusive Dialogue with Business** -- Work experience in influencing the private sector and strengthening accountability, community engagement and conflict sensitivity capacities in private sector actors; experience in building and convening multi-stakeholder dialogues; knowledge of alternative dispute resolution practices and mechanisms for addressing community grievances
- **Conflict analysis and conflict sensitivity** -- Work experience with conflict analysis and applying conflict sensitive approaches in organisational systems and processes.

#### Project management skills

- Demonstrated experience working through a partnership approach, ability to tailor approaches to specific partners' needs and organisational contexts.
- A strong track record in project management both individually and as part of a team, with experience working remotely with colleagues and partners, and with monitoring and evaluation of outcomes
- Close attention to detail, particularly with respect to monitoring and documenting finances;

#### Communication skills

- Strong interpersonal skills and ability to work with colleagues and partners with diverse backgrounds and approaches.
- Excellent written and verbal communication skills. Native level in Burmese is required, as is fluency in English. A working knowledge of a language relevant to SE Asia would be an advantage.

### Application

**Eligibility:** Applicants must be legally eligible to provide consultancy services in Myanmar.

**Salary:** Competitive salary commensurate with experience.

**Application procedures:** Please send a CV and a cover letter to [recruitment@peacenexus.org](mailto:recruitment@peacenexus.org) by **2 September 2019** with the subject line: **Application PO First Name Last Name**. Short-listed candidates will be asked to complete a written task and attend an interview.