



ARTICLE 19
JOB DESCRIPTION
Myanmar Programme Manager (Consultant)

Responsible To:	Head of Myanmar Programme (London)
Key Relationships:	Other Asia-Pacific team members (across ASEAN), the international communications team (London), the legal programme (London), the projects team (London)
Contract:	1 year renewable (Consultancy)
Working Hours:	Full time (37.5 hours per week)
Salary:	Competitive
Location:	Yangon, Myanmar

BACKGROUND

ARTICLE 19 is an INGO created in 1987. We defend the right to freedom of expression and information. We work from a network of 10 offices in every continent. We believe that these freedoms are vital for peace, development and civil liberties in Myanmar. Our work is solutions-led and we work with partners, including the Myanmar government to make change. Our solutions are based on international law and human rights standards, as well as our experience from over 100 countries worldwide.

ROLE PURPOSE

ARTICLE 19 has worked on Myanmar since 1991 and Aung San Suu Kyi is an honorary board member. We opened our office in Yangon in February 2013 and have been delivering projects on freedom of expression since.

The Programme Manager will manage all our work in Myanmar and report to headquarters in London. They will be responsible for ensuring our work is of high quality, with the support of the London office. They will also manage a team of staff in Yangon.

Their main role will be to:

1. Ensure current and future projects are well implemented and that donors and other stakeholders are happy
2. Identify new opportunities and new needs in Myanmar
3. Act as the spokesperson and representative of ARTICLE 19 in Myanmar
4. Manage the team of staff

ARTICLE 19 will be in Myanmar for many years and the Programme Manager will ensure that we are sustainable and effective. The successful candidate will become a human rights leader in Myanmar and an expert on freedom of expression on Myanmar at the international level.

KEY RESPONSIBILITIES

Project Management

- Strategy development: Ensure current and new projects are in accordance with ARTICLE 19 strategy
- Project oversight: Ensure the team deliver good quality + timely implementation of projects
- Budget oversight: Ensure the team deliver good quality budget control, managing a good financial system
- Partnership management: Ensure good relationships are developed and kept with partners, including NGOs, CSOs, the media, activists and government officials
- Donor management: Ensure good relationships with current and future donors
- Fundraising oversight: Work with the team and the international fundraising officer to develop proposals and identify possible opportunities to raise funds
- Reporting oversight: Ensure the team deliver appropriate reporting of projects

Staff Management

- Staff management: Manage team to ensure they are successfully implementing their workplans
- Staff development: Support team through regular guidance and development opportunities
- Team management: Ensure the team is working well together and delivering work in an efficient and effective way
- Recruitment: Work with the Head of Asia to conduct recruitment in compliance with ARTICLE 19 human resources policies

Advocacy

- Assess Myanmar situation: Provide expert information on the main issues in Myanmar, monitoring trends and identifying possible partners, project + advocacy opportunities
- Communication: Work with the international communications team to ensure the Myanmar team are communicating regularly via our website, social media, etc.
- Advocacy: Represent ARTICLE 19 and its opinions in meetings and working with government and partners
- Media: Work with the international communications team to ensure the Myanmar team are building relationships with the media in order to promote ARTICLE 19 and its work.

Other

- Facilitating cross-learning and collaboration with ARTICLE 19's other teams
- Contributing to overall ARTICLE 19 policy and strategies
- Undertaking any other duties commensurate with the post that may reasonably be required.

PERSON SPECIFICATION

Experience

- At least 3 years' experience of project management, strategic planning, fundraising and project management
- Experience of team management
- Experience in organising seminars and workshops

- Experience of working in the field of human rights
- Experience in advocacy or campaigning
- Experience of working with international NGOs.

Skills and abilities

- Fluent in English and Burmese written and spoken, and ability to draft documents in English
- Ability to manage competing and conflicting work under pressure
- Confident speaking skills and excellent interpersonal and intercultural skills
- Strong planning skills, including the ability to facilitate planning meetings with partners and to agree common plans and objectives.
- Ability to work on own initiative, with a minimum of supervision and assistance
- A commitment to excellent performance and a practical understanding of how to promote shared learning and innovation across diverse regions
- Ability to provide daily financial management of projects and produce financial reports on projects

Knowledge

- Knowledge of international human rights standards and mechanisms;
- Knowledge of human rights and political situation in Myanmar;

Other requirements

- Must have the right to work in Myanmar
- Commitment to work within ARTICLE 19's philosophy and objectives
- Commitment to equal opportunities
- Willingness to work outside normal working hours including weekends and evenings when necessary