

Programme Manager Job Description

1. Organisation Overview

Myanmar Alliance for Transparency and Accountability (MATA) is a civil society alliance that supports civil society actors to collaboratively advocate for transparency and accountability in all sectors across Myanmar. MATA's core focus areas are in natural resource governance and open government partnership. More than 500 civil society organizations, civil society networks and individuals from all states and regions of Myanmar are involved in MATA as members and partners.

Position Title:	Programme Manager
Grade:	6
Location:	National Office, Yangon
Reports to:	National Coordinator

2. Job Summary

The Programme Manager is responsible for managing the MATA programme and to assist the National Coordinator in overall coordination of the MATA network and operations of the MATA Secretariat office.

3. Main roles and responsibilities

3.1 Overall Program Development

- Working closely with the National Coordinator and MATA Steering Committee, they will contribute to the overall development of the MATA strategy and programme;
- Provide support for design and formulation of new projects in line with MATA strategy and objectives;
- Stay abreast of national policies and relevant developments related to transparency and accountability and on natural resource governance; and
- Participate in local and international events, meetings and consultations related to the MATA core programme areas.

3.2 MATA Operational Management

- During an absence of the National Coordinator (for example on a field trip), oversee the operations of the MATA Secretariat office, including the administrative and financial management functions;

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- Provide input into the development of MATA policies including administrative, financial and human resource policies;

3.3 Programme Management

- Manage the implementation of the MATA programme and projects in accordance with agreed workplans and budgets;
- Supervise the Regional Coordinators by providing overall leadership and guidance for proper workplanning and completion of tasks;
- Approve and oversee project expenditures ensuring adherence and compliance with donor requirements; and
- Support Regional Coordinators in development of regional members to address issues in their region through capacity development and promoting ownership.

3.4 Business Development

- Network with key stakeholders to build up relationship between MATA and current and potential funders;
- Be aware of grant opportunities that MATA could apply for;
- Screen partnership and potential relationship opportunities to ensure the party involved upholds the same standards as MATA and association with them does not bring MATA's reputation into disrepute; and
- Work with other stakeholders within MATA to write grant applications and partnership agreements.

3.5 Case Handling and Response

- Review complaints forwarded by Programme Coordinators.
- Work with National Coordinator and Steering Committee to identify response options and strategies;
- Submit and liaise with relevant government departments for case handling and monitoring of complaints; and
- Liaise with private sector companies involved in complaints.

3.6 Coordination of MATA Network

- Support coordination among MATA members by facilitating communications and linkages among regional networks;
- Provide support to the National Coordinator for coordination with MATA Steering Committee, National Working Group, Regional Working Groups, Multi-sectoral Group representatives for the operations and management of the MATA network;
- Support coordination with MATA partners as per agreed partnership arrangements; and

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- Provide support to the National Coordinator for coordination with the MEITI National Coordination Office.

3.7 Monitoring and Reporting

- Conduct field visits to project areas to monitor progress and impact by Regional Coordinators and MATA members;
- Monitor the overall implementation and status of the MATA programme;
- Review and provide feedback to monthly reports submitted by Regional Coordinators and submit bimonthly report every two months to the National Coordinator;
- Regularly keep the National Coordinator updated MATA programme activities;
- Support the National Coordinator in preparation of donor reports and MATA Annual Report; and
- Perform other related work as required

4. Expected Qualifications and Experience

- Minimum of a Bachelor's degree, with preference for a Master's degree in a relevant field;
- Minimum 3-5 years' experience working in a related field such as development, research, monitoring and evaluation, with commitment and knowledge on working with civil society;
- Committed to issues of empowerment of the poor and disadvantaged groups, including sensitivity to gender disparities;
- Strong interpersonal and motivational skills and the ability to work with minimal supervision;
- Ability to work in a team and to take initiative;
- Good writing and analytical skills; and
- Fluency in written and spoken English and Myanmar.

Please send your Cover letter and Resume to recruit.mata@gmail.com with PM0517 in the subject line by midnight 28th May 2017.