



Sandhi Governance Institute Vacancy Announcement

Position Title: Program Officer, Citizen Participation in Governance Project

Program: Governance Program

Reports to: Program Coordinator (PC) & Program Consultant

Location: Yangon (with frequent travel (at least 50%) to field sites)

Summary: The focus of this position will be to *improve local governance systems and processes and throughout the process, civil society will constructively engage with township level government officials and committees in selected townships* in Bago Region. Program Officer will be responsible to provide effective assistance to Program Coordinator and Program Consultant to work with key stakeholders including government officials, MPs and CSOs. Program Officer will provide necessary support in relationship with all key stakeholders to ensure all Project activities are implemented effectively.

Major responsibilities

- Liaison with all key stakeholders especially community leaders, CSOs, NGOs and MPs in selected project areas;
- Support to plan, organize and facilitate meetings/workshops where key stakeholders will have opportunities to learn value of partnership, exchange knowledge, information, etc. related to the project
- Provide assistance to PC and Consultant in conducting needs assessments for selected townships and measuring the impact of the program
- Provide assistance to PC to submit narrative and financial reports in timely manner
- Document all visits/monitoring of project activities (M)
- Regularly report to Program Coordinator related to all program activities
- Closely work with other Sandhi staff to coordinate Governance Program activities
- Actively participate in relevant meetings and discussions.
- Assist Program team in organizing donor/resource persons' visits to project sites. (coordination)
- Other duties as assigned by Program Consultant, PC and ED



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Key competencies

- Appropriate level of graduate qualifications in related areas
- Preferably to have some working experience in NGO/INGOs
- Interested to work with grassroots community
- High level of interpersonal, written, oral communication and presentation skills
- Proven problem-solving and negotiation skills
- Committed to work for community development
- Willingness and ability to travel within Myanmar.

Interested and qualified candidates are required to submit an application letter, Curriculum Vitae (with recent passport size photos) and relevant documents to:

Finance/Admin Manager

Sandhi Governance Institute

Address: Building 186, Rom No. 602, 6th floor, Nawarat Center, corner of Mahabandoola Road and 52nd Street, Panzundaung Township, Yangon.

Email address: sawchitsuwin@sandhimyanmar.org

Phone no: +95 9 730 74 219

Last date for submission of application: **June 28, 2019 (Friday). 4:00 pm.** Only those who are short-listed will be called for interview.