



The Asia Foundation

Improving Lives, Expanding Opportunities

PROGRAM MANAGER
(Decentralization and Local Governance)
Burma, Myanmar

*** * * THE APPLICATION CLOSING DATE is on Wednesday, August 30, 2017* * ***

In an increasingly complex and interconnected world, Asia plays a crucial global role. Would you be excited at the prospect of employing your knowledge and skills to improve lives, expand opportunities, and help societies flourish across this dynamic region?

You could have this opportunity at The Asia Foundation. Informed by six decades of experience and deep local expertise, we address critical issues affecting Asia in the 21st century: governance and law, economic development, women's empowerment, environment, and regional cooperation. We work with innovative leaders and communities to build effective institutions and advance path-breaking reforms. Together with our partners, we are committed to Asia's continued development as a peaceful, just, and thriving region of the world.

The Asia Foundation's **Myanmar office** is seeking a Program Manager. The Program Director is responsible for the overall management of the Foundation's portfolio on decentralization and local governance, particularly, two ongoing projects on fiscal transparency, public financial management, support to state/region government, municipal governance, and social accountability. One project will be ending in March 2018, while the other will run through to April 2019. The Program Manager will have significant experience working on governance and/or development programs with relevant technical expertise. He/she will also have significant management experience and will be responsible for project administration, financial and grant management, donor reporting and representation of The Asia Foundation to government agencies, donors, partner organizations, diplomatic missions, and national and international institutions, as required. The Program Manager will oversee a team of international and national staff and consultant. As a senior program staff, the Program Manager will also contribute to the broader development of the office's governance portfolio.

RELATIONSHIPS:

Internal:

Extensive interaction with: members of the Foundation's governance team, governance partners, consultants, other program units within the Foundation, as well as with the Administration and Finance & Grants units of the Foundation.

External:

Regular contact with government officials and agencies in Myanmar, bilateral and multi-lateral development agencies, implementing partners, business sector and civil society organizations, professional organizations, community groups and leaders, and academic and other local institutions.

REQUIREMENTS:**Experience**

- Minimum eight years or more of relevant professional experience of designing, managing and implementing governance programs in developing countries.
- Significant experience working on decentralization and local governance, urbanization, fiscal transparency, public financial management, and citizen-government interactions.
- Solid experience in project management, budget management and oversight, team building in multi-cultural environment, efficient and effective delivery of project milestones, and donor relations.
- Strong track record of facilitating partnerships across governing authorities, community groups and members of the public, and a high level of comfort in engaging high level government officials.
- Strong political awareness and analytical skills. Knowledge of governance institutions and practices in development countries, particular Asia and Myanmar specifically. Gender programming and mainstreaming experience would be a plus.

Education:

Advanced degree in law, policy studies, political science, economics, social sciences, public policy, public administration, international relations, women's education/development, economics, foreign affairs or Asian studies.

Skills:

Strong analytical and problem solving skills; excellent verbal and written communication skills; proven interpersonal and intercultural skills. Experience in proposal and report writing, financial and grants management and budget control, strategic planning, fundraising and managing international donor-funded projects.

JOB FUNCTIONS:**Project Management**

- Ensure that project activities are efficiently and effectively implemented in project's sites in select states and regions in Myanmar, including strong relations with government authorities, parliaments, civil society organizations, and community leaders.
- Oversee and manage a team of international and national staff and consultants to implement project activities and maintain project coherence.
- Ensure the team develops a deep understanding of old and emerging formal and informal local urban decision-making that impact project activities.
- Ensure the team keep up to date and contribute best practices in relevant thematic areas that

impact fiscal decentralization and transparency, public financial management, urbanization, and interactions between government and citizens.

- Continuous development of program activities to suit evolving project needs and proactively deploy necessary resources to adjust and implement activities.
- Ensure substantive inputs, coaching and assistance to partners/grantees as they plan for, design, and implement project activities, and ensure that timely updates and reports are received from partners/grantees.
- Track on-going developments with the government at both national and subnational levels and provide regular feedback to supervisors of broader context impacting project implementation.
- Track the activities of other organizations/development partners that are also implementing governance-related activities both at the union and subnational levels.
- Lead the development, and ensure high quality, of any research and information materials that will be produced by TAF/Myanmar office.
- Ensure the team manage regular field visits by Foundation and partner staff to sites, and draft letters of grants, letter of contracts, presentation materials, speech, etc.
- Manage the project monitoring, evaluation and learning framework, and draft periodic reports either for the purpose of Foundation's internal reporting or for project donors.
- Follow all Foundation administrative and logistical policies, rules and practices when carrying out all activities.

Financial Management

- Following Foundation policies and practices, ensure that all financial documentation related to project activities is prepared, updated and settled, including supporting documents.
- Approve due diligence to potential partners/grantees conducted by the project team and Finance & Grants unit, and ensure that all due diligence documents are completed/submitted by potential partners/grantees.
- Manage relationships with potential partners/grantees, oversee development of their budget proposals, monitor their expenditures, and ensure that they are within approved budgets, and that spending targets are met.

Donor Relations

- Ensure that donor colleagues are updated regularly with project progress.
- Respond to donors' requests as needed.

Representation

- Participate in meetings and events with development partners, governments, and civil society organizations as assigned.
- Contribute to articles, written materials, and documentation for publication.
- Participate in Foundation meetings and other relevant professional forums and events.

Other Responsibilities

- Provide support to other on-going programs and activities of the Foundation as may be necessary.
- Other duties as assigned by the Country Representative and the Deputy Country Representative.

Why work at The Asia Foundation?

At a critical moment in history, you will have the opportunity to contribute to the development, stability, and growth of the Asia region. You will help promote a more constructive engagement between government and citizens and advance learning and awareness about The Asia Foundation. You will work with and learn from dedicated, smart, and accomplished colleagues and local partners, and, in the process, improve your skills and expertise.

HOW TO APPLY:

Applications should be submitted by visiting our website: <http://asiafoundation.org/about/careers/> and selecting "Regular Employment". To be considered, please upload your cover letter and resume. The application closing date is Wednesday, August 30, 2017.

The Asia Foundation offers excellent benefits and salary commensurate with experience. We are an equal opportunity employer. Women and people of color are encouraged to apply. No phone calls please.