

Seeking a Myanmar Deputy Country Director

CDA Collaborative Learning Projects (CDA) is seeking a Deputy Country Director for its Myanmar office, based in Yangon.

The Deputy Country Director will join a growing team of highly motivated and skilled colleagues, and will play a key role in the management and development of CDA and CDA's Myanmar country program. We are looking for an excellent manager, ready to lead, support and be part of a dynamic team, who is passionate about conflict sensitivity and peacebuilding effectiveness. The Deputy Country Director will help provide leadership, strategic direction, management and evaluation of all aspects and support functions in the development and implementation of the country program. He/she will also play a key role in external representation, legal compliance of grant management, program coordination and team leadership.

CDA AND THE MYANMAR PROGRAM

CDA Collaborative Learning Projects (CDA) is a non-profit organization committed to improving the effectiveness of those engaged in conflict-affected situations. We [combine analysis with field-level work](#) and [deliver practical tools](#) to field staff and policymakers alike. CDA is widely recognized for its established expertise in the professional fields of Accountability and Feedback Loops, Conflict Sensitivity/Do No Harm, Peacebuilding Effectiveness, and Responsible Business.

Since opening an office in Myanmar in April 2015, CDA Myanmar has developed a program that engages a range of partners, including donors, community based organizations, national and international humanitarian and development organizations, local business actors, as well as government ministries and departments. The program is currently funded by the Peace Support Fund and mainly operates in Rakhine, Kachin and Kayin States, and also supports partners in a number of other States and Regions of Myanmar.

The main elements of CDA's engagement in Myanmar include:

- Accompaniment support to partners for the integration of conflict sensitivity/Do No Harm
- Conducting participatory conflict sensitivity analysis processes and follow-up activities
- Training, awareness-raising, advocacy, policy and practice development

RESPONSIBILITIES

The Yangon-based Deputy Country Director reports to the Myanmar Country Director and works in collaboration with CDA's US-based team. The Deputy Country Director shares many responsibilities with the Country Director and will undertake tasks as assigned in:

- Managing of Partnership Accompaniment Program, including designing and implementing Conflict Sensitivity / Do No Harm training events, institutional support initiatives and online learning.
- Supervising 3 Fellows: developing their learning program and modules, work plans, ongoing feedback and coordination with the rest of the organization.
- Overseeing the monitoring, evaluation and learning of the country program.
- Donor reporting and briefing; drafting and/or reviewing new proposals.

- Managing designated staff and ensuring welfare of all personnel.
- Drafting and reviewing policy and practice briefs, guidance documents, case studies, blogs, articles and other CDA publications resulting from the CDA Myanmar program.
- Supporting a designated manager in all aspects of finance and budget oversight, administrative, human resource and logistics management, ensuring knowledge of and adherence to applicable operational systems, donor requirements and country program strategy.
- Liaising with US-based CDA colleagues.
- Meeting with a broad range of partners and external contacts.
- Potentially carrying out systems analyses.

REQUIREMENTS

- Strong knowledge of Do No Harm or other conflict sensitivity frameworks.
- A minimum of five years' experience in program management including program design and implementation, training and facilitation and monitoring, evaluation and learning.
- Proficiency in English
- Advanced leadership, interpersonal and management skills.
- Knowledge of Myanmar, its history and current conflict dynamics.
- Solid experience with managing multiethnic teams.
- Excellent analytical, writing and facilitation skills.
- Excellent communication, interpersonal and relationship management skills.
- Ability to work flexibly and independently combined with solid teamwork skills.
- Willingness to travel to areas affected by conflicts and instability.
- Experience in conflict analysis, conflict resolution, systems thinking or peacebuilding a plus.
- An undergraduate university degree in a relevant subject such as Nonprofit Management, Administration, International Affairs, Development Studies, or Peace and Conflict Studies. Graduate degree is a plus.

The position is open to both national and international candidates.

BENEFITS: Salary and benefits are competitive, including a health insurance and housing allowance.

HOW TO APPLY Please submit your *résumé*, and a brief *cover letter* explaining how you are qualified and why you are interested to cmueral@cdacollaborative.org by the application deadline of **May 1st, 2017**.

For more information about the position, terms and conditions, please contact:

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