



Empower communities. Transform lives.

## VACANCY ANNOUNCEMENT

Job Title	<b>Director (Local Partnerships)</b>
Department	Program
Employment status	Full time
Number of Position	1
Location	Yangon, Myanmar
Travel	25% for working time
Reports to	Chief of Party
Reporting to this position	Program managers

**Community Partners International (CPI)** is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and development needs. Founded by U.S. doctors in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

**The Local Empowerment and Resilience Network (LEARN) Activity** aims to empower citizens and communities in southeast (SE) Burma by developing and strengthening collaboration between civil society, ethnic service providers, and local administration/community-established governance structures to increase local agency, encourage social cohesion, and address community needs and concerns.

CPI is currently seeking qualified candidates for the position of **Director (Local Partnerships)** for the Local Empowerment and Resilience Network (LEARN) Activity. The Local Partnerships Director will be responsible for managing existing partnerships with consortium members, and identifying and advocating for new opportunities to work with local organizations (ethnic service providers, civil society organizations, and local authorities). The position holder will guide consortium partners to assess and support local sub-grantees on essential components of organizational development (OD) and technical capacity building for essential service delivery; supervise the production of Activity-supported materials, trainings, and workshops related to OD capacity strengthening; oversee the LEARN subgranting strategy; and support local sub-grantees to co-design scalable, sustainable, and effective projects including preparation of concept notes and budgets. Together with the Chief of Party, the Local Partnerships Director will ensure that all partnerships contribute to the achievement of the overall purpose and objectives of the LEARN Activity, and adhere to USAID principles, policies, and procedures.

**This position is contingent upon award. Myanmar Nationals are strongly encouraged to apply.**

### **Primary Responsibilities**

Under the direct supervision of the Chief of Party, the Director (Local Partnerships) will:

- Provide managerial leadership for a team of program managers covering subaward management, stakeholder engagement, localization, and local partnership-related activities to ensure quality implementation of the LEARN Activity.
- Design outreach strategies and recommend potential subaward partners and partnership opportunities at the LEARN- and state/region- levels, and oversee the overall LEARN subaward strategy.
- Coordinate with the LEARN Grant Management Oversight Team (including USAID representative(s)) to ensure complementarity of partnerships and alignment with the LEARN purpose and objectives
- Oversee the development and implementation of policies and templates (e.g., for proposals, budgets, work plans) for subawards to local organizations that can be applied by all LEARN consortium members
- Work closely with consortium partners and local sub-grantees (CSOs, ESPs, and LAs) to co-design scalable, sustainable, and effective projects for community recovery and resilience, including hands-on coaching and supportive oversight for local organizations to prepare concept notes and budgets.
- Manage the subawards to consortium members, and guide consortium members to assess and support local sub-grantees on essential components of organizational development and technical capacity building for essential service delivery
- Supervise the production of Activity-supported materials, trainings, and workshops related to organizational development capacity strengthening
- Lead organizational development capacity strengthening of local implementing partners under LEARN in collaboration with CPI's OD team, CPI's Strategy & Technical Team, and the LEARN technical advisory team
- Coordinate and support development and implementation of a cohesive plan for supporting program activities at each partner organization
- Liaise with the LEARN Steering Committee and state/region-level networks to promote stakeholder engagement and advocacy
- Support multi-level CSO networking in coordination with LEARN consortium members
- Provide technical guidance to LEARN consortium members related to innovation, advocacy and communication activities for localization
- Review and finalize monthly, quarterly, and annual program management workplans and budgets
- Collaborate with the Strategic Information Lead to facilitate program evaluation and evidence-based decision making to drive the effectiveness and efficiency of LEARN-supported activities
- Meet regularly with the leadership of partner organizations to ensure the relevance of CPI's support, and to monitor progress toward mutually established goals and objectives
- Assume the duties of the Chief of Party and other duties consistent with the overall focus of the Local Partnerships Director, as delegated

### **Representation and coordination**

- Represent CPI at meetings and events with partners and donors
- Meet with prospective donors or partners when necessary and assist the COP and DCOP to ensure that donor requests are responded to promptly and effectively
- Establish and maintain good communications with international and local agencies working on humanitarian assistance and essential service delivery in Myanmar
- Organize workshops and meetings with local authorities and relevant departments (e.g., health) as required.

### **Essential Skills**

- Master's degree in international development, public administration, public policy, development studies, or other related field relevant to the above duties
- At least 8 years of demonstrated experience in program management or at least 5 years in senior management level in an international organization
- Ability to interpret in depth understanding and analytical capacity across initiatives related to USAID's DGHA and Localization strategies
- Proven experience of successfully managing financial compliance and risk on USAID projects and success records of leading, building and effective management of divergent teams
- Strong interpersonal skills to maintain good relations with relevant partners and counterparts, including central, local stakeholders, INGO, donors and other partners
- Proven experience in working in similar projects in Myanmar to different range of partners
- Demonstrated ability to foster strong collaborative partner relationships – based on principles of mutual trust and respect, mutual accountability, reciprocity, inclusion and transparency – with all project partners throughout the life of the project, with an ability to promote a common project vision among a wide array of diverse partner organizations
- Proven experience of working in multicultural, low-resource settings
- Strategic planning, monitoring, management, supervision, and budgeting expertise
- Demonstrated ability to promote the integration of project efforts with other programming implemented in the same contexts
- Must have Professional-level English, both written and oral
- Strong communication, facilitation and creative problem-solving skills
- Be comfortable working with various range of partners and establish strong professional relationships and communication
- Flexible to travel (up to 50% of work time), long working hours, and adjustments of tasks and responsibilities as needed in team and project
- Proven good report writing skills and ability to present monitoring and evaluation findings clearly
- Self-motivated and ability to work independently as well as being part of a team

## APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: [hr.ygn@cpintl.org](mailto:hr.ygn@cpintl.org)

- The closing date for application is 17:00pm, **(16- Aug -2022, Tuesday)**, Yangon, Myanmar.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.

### CPI's Value

- At CPI, we believe that all people have right to live their live free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.

### Note to Candidate

- Candidates are required to declare in advance should there be any relative or family member being currently employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position are contingent upon successful award of the project and final approval by the donor.