

Volunteering opportunity – Juvenile Justice

Project Manager (Youth Action for Justice)

Based in Myanmar Head Office, 8 Mile, Yangon

Initially a short-term contract up until December 31, 2018; volunteering contract renewable in work contract for 12 months pending confirmation of funding from January 1, 2019.

For the initial period in 2018, a monthly 1'000 CHF contribution to the cost of living will be ensured.

Tdh Foundation Lausanne (Tdh-L) is an international children's organisation with its headquarters in Lausanne, Switzerland.

Overall Role

The Project Manager will be responsible for the overall coordination and management of the Youth Action for Justice project in Hlaing Thar Yar Township. She/he will recruit, lead, coach and support project staff to work in close collaboration with partner organisations to increase the availability and access to improved legal advisory services in targeted communities as well as in remand centres for children, while also providing monitoring and evaluation to assess the progress against agreed objectives. The Project Manager is responsible for ensuring plans, data collection, project management and financial accounting is conducted according to Tdh-L's guidelines.

Specific Responsibilities

1. Strategy and Proposal Development

- Lead the development and periodic review of Tdh-L's Juvenile Justice intervention strategy and ensure that the policies and thematic strategies and relevant documents are incorporated.
- Plan and draw up project proposals in consultation with the Country Programme Manager. This includes the validation of impacts of proposed projects, coverage, efficiency and effectiveness, long-term viability and relevance/ feasibility, while taking into account other cross-cutting issues (gender, ethnicity, environment, etc.).

2. Research and Development

- Drive research and explore the partnership avenues/ methods for its implementation (relations with institutions including universities, research centres, justice actors, local NGO's).

3. People management/team management

- Manage the overall development and implementation of project activities in fulfilment of Tdh-L's country strategy and in accordance with project obligations, including developing new areas of work as relevant
- Support the recruitment of staff and regular liaison with government bodies and other actors in Hlaing Thar Yar Township
- Line management of juvenile justice team in areas of operation, including development of work plans, community outreach, follow up, ongoing direction, support, encouragement and correction and performance reviews
- Manage partner organisations and ensure that partner activities are effectively and timely implemented and fulfil donor obligations.
- Actively participate in capacity building initiatives including basic and advanced training with a view to supporting and coaching project community volunteers, peer educators and community members.
- To lead, advise, support, coach and mentor Project Officer/ Assistant for implementation of projects
- Provide technical expertise to project staff as relevant and/or assist in ensuring that appropriate technical expertise is available to project staff

- Carry out regular appraisals for staff members under his/her direct responsibility and pass on recommendations to Country Programme Manager.

4. Skills development

- Provide training and orientation to project staff.
- Be familiar with and promote justice sector relevant methodological guides with targeted beneficiaries, field teams and government staff to increase the uptake of services and improve legal advisory service delivery.

5. Project Cycle Management (PCM)

- Follow Tdh-L's PCM guidelines for the planning, implementation, monitoring and evaluation under the direction of the Country Programme Manager.
- Establish clear strategy and direction for the Youth Action for Justice Project in the areas of operation in collaboration with Country Programme Manager and project team.
- Lead development of situation analysis in selected geographic locations including development of work plan for data collection, suggested partners, and enumerators. This includes training, necessary logistic support, as well as data entry and analysis.
- Ensure all project activities are conducted in accordance with agreed work plan and proposal.
- Conduct regular field visits for supervision and assessments of the project's progress.
- Ensure information sharing and coordination of project activities with relevant local government departments, health centers, NGOs and community stakeholders while also maintaining contact with the donor in strategic project implementation.
- Collaborate closely with Tdh-L's Monitoring and Evaluation Manager to develop effective monitoring tools and information system that can support legal case management and are aligned with project design.

6. Budget Management

- Responsible for the preparation of the project's annual budget
- Review monthly budget forecasts and provide approvals in accordance with authorization level.
- Examine the budget vs actual reports on a monthly basis in collaboration with the Project Officer in order to track monthly and overall expenditure including providing justifications for variances in order to monitor expenditure in good time and guide future spending, and coordinate submission of such in timely way with Tdh-L's Finance Manager.
- Check and approve project's monthly expenditure forecast by the third of the month in accordance with authorization approval level to prepare the total monthly budget forecast for the project in close collaboration with Finance Manager and Country Programme Manager.
- Ensure the submission of all necessary expenditure forecasts for training, curriculum development, translations and special projects following necessary procedures and involving relevant departments.

7. Administration and Human Resources

- Respect Tdh-L's Policies and Procedures (including HR regulations, Procurement Guidelines, Logistic Guidelines, Finance and Administration Rules and Regulations) and Memos provided by senior management and coordinate with HR and Administration Manager to ensure that all team members follow the policies and procedures and if not take corrective action
- Support the HR and Administration Manager and ensure that all team members follow necessary procedures for procurement and services and that they are raised on time according to project needs
- Support recruitment process for new staff and conduct induction according to orientation schedules in timely manner
- Coordinate with the logistics department to ensure verifiable records for the procurement, transportation, delivery and receipt of project inputs to the respective field locations.
- Coordinate with HR and Admin Manager for DSW communications and approval requests from Governments.
- Coordinate with Administration and Logistics Officer for all matters related to training and events.

8. External Communications and reporting

- Submit reports to government and the donor, including activity summary, progress against objectives, achievements to date, issues faced and impact stories
- Ensure that Tdh-L receives partner monitoring and financial reports on time in an appropriate format.
- Ensure that information is shared with and learning opportunities provided to Tdh-L staff, partner organisation, donor and other stakeholders.

9. Representation and networking

- Act as the official Tdh-L representative to stakeholders for all matters concerning the juvenile justice project in the area of operation.
- Develop partnerships with relevant stakeholders to set up and promote the project.
- Ensure that Tdh-L is represented and actively contributes before government authorities and NGOs in Justice and Rule of Law coordination networks, committees and meetings.

10. Child Safeguarding Policy and Operational Risk Management

- Comply with the Child Protection Policy, Safety Policy and Anti-Fraud and Corruption Policy and Code of Conduct
- Report any breach observed in the framework of this policy
- Undertake to ensure that this policy is implemented as successfully as possible in the countries for which he/she is responsible and is regularly updated.

Essential Qualifications and Experience:

- A university degree in related field (law, international law, political science, peace/conflict studies, development, international relations)
- **A minimum of 3 years' experience working on juvenile justice, rule of law or legal aid for disadvantaged children and youth, preferably with either a local or international non-governmental organisation**
- **Knowledge of the Myanmar context is a strong asset**
- Strong staff management and team-building skills
- Strong analytical and strategic planning skills
- Experience of representing agencies in national and local coordinating meetings
- Experience of budgeting, financial management and donor reporting
- Good communication and interpersonal skills and ability to work in a non-partisan manner appreciating cultural and ethnic diversity. Solid understanding and experience of civil society engagement, networking and capacity building of local CSOs
- Solid knowledge and experience of implementing child and youth development, child rights, the Myanmar justice system, preferably including community-based dispute resolution mechanism
- Computer proficiency in Microsoft Word, PowerPoint and Excel
- Fluency in spoken and written Myanmar and English.

Tdh-L has equal employment opportunities regardless of race, ethnicity, religion or gender.

Applications in English: Please send: (1) a cover letter indicating your motivation: (2) a current resume (CV) with contact information of two professional references (your former work supervisors) to the Administration and HR Manager. Please indicate in the subject box the position you are applying for and send to delegation@mm.tdh.net by 5:00 pm on Friday July 20, 2018. Only short-listed candidates will be contacted.