

Job Description

Programme Manager – Community Development

Position Summary

Position Title: Programme Manager – Community Development

Location: Yangon (travel to different Myanmar States expected)

Main Responsibility: The Program Manager for community development will be responsible in delivering four major tasks required in the development of rural electrification projects within a specified timeline and budget:

- Developing in depth Community Risk Assessment frameworks required for the project
- Developing Community Governance
- Develop, Implement, Analyse, and Control Community development frameworks, methodologies and trainings.
- Deliver required quantifiable outputs set and required by the project

Contract Period: One year, extendable

Start Date: March 2018

About ICMRE

Infra Capital Myanmar – ReEx (ICMRE) originates, develops and finances sustainable infrastructure projects in Myanmar aiming to stimulate greater private sector investment. ICMRE brings these projects to a stage whereby they can attract domestic and international finance. The sectors targeted by ICMRE are:

- Sustainable energy (renewable energy, energy efficiency, waste to energy)
- Transport and logistics (road infrastructure, urban planning, logistics value chain)
- Agriculture and agri-support (fisheries, agricultural farming, cold storage)
- Rural development (power infrastructure, rural electrification, water and sanitation)

ICMRE stimulates rural development in Myanmar by developing rural electrification power infrastructure projects providing energy access to remote villages in Myanmar. Under this initiative, ICMRE builds and operates mini grid sites utilizing hybrid solar systems to electrify communities for lighting and productive electricity use.

Position Overview

Key Job Responsibilities

- Lead in identifying community risks and develop a tailored rural electrification assessment scorecard and mitigation strategy
- Lead in the development of village governance
- Develop suitable governance and management training for the village committee(s)
- Lead, manage, and design community development strategies suitable for the community where ICMRE projects are operating
- Identify and manage third party service providers needed for the project
- Leading post process audits
- Monitor execution of implementation workplans, keeping it on track of schedules, budget, quality standards, and deliverables.
- Manage and comply with required administrative tasks like progress reporting, contractor management, budgetary reporting, etc.
- May be required to consult and assist other projects being developed by ICMRE that may require similar expertise.

Accountability

Line Supervisor: Project Manager

Works Directly With: Project Manager

Required qualifications, competences and experience

Education and Training

- Bachelor's Degree in social works or equivalent
- Training or related studies in Communication, advocacy and networking
- Training or related studies in Human Resource Management
- Training or related studies in Business Management or Project Management

Experience

- Minimum of ten years of experience in Community Development Programs
- Minimum of ten years of experience in managing / supervising contractors/service providers
- Experience in managing community development project implementation
- Experience in Community Research and Development, frameworks and training development
- Experience in stakeholder management, human resource development, and administrative tasks
- Background in renewable energy is an advantage

Requirements

- Fluent English speaker (Burmese speaker would be an advantage)
- Excellent communication, interpersonal and team building skills
- Excellent advocacy and networking skills
- Implemented projects related to community development and engagement (experience in power systems would be a clear advantage)
- Ability to do extensive research, report-writing, and data processing
- Strong analytical skillset
- Creative thinker and excellent problem-solving skills
- Energetic, proactive, determined, task driven, positive, goal oriented, organised and problem solver
- Objective seeker within a time-frame acting with tenacity
- Discretion and respect for confidentiality
- Excellent command of MS Office tools (MS office, cloud servers, etc.)
- Familiar with project management and project reporting software
- Strong written, presentation and verbal communication skills, able to approach senior managers using appropriate level of details, terminology, and style
- Able to simplify and summarise complex information
- Ability to travel in all parts of Myanmar
- Eagerness to solve complex social challenges by using creative technical and financial tools

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. ICMRE management reserves the right to review and revise this document at any time.

Application procedure:

Interested candidates should submit a detailed Resume and Covering Letter to the attention of Mr. Bryan Pai at bryan@fracapmyanmar.com by 09:00 on March 11th 2018 with the following subject line PM_MRES_[YOUR NAME].

ICMRE will close the advert as soon as the right candidate has been identified and this may be before the published closing date. Due to a high expected volume of applications, only short listed candidates will be contacted. If you haven't heard from us within three weeks from the vacancy closing date, you should assume your application has been unsuccessful. We apologise in advance to the candidates for whom we will not be able to reply.

We welcome applications from all qualified candidates regardless of race, ethnic origin, religion, age, gender or disability.