**Job Description:** Social Cohesion Officer

**No. of direct reports:** TBC

**Job Purpose:** VSO Social Cohesion programme aim to contribute in delivering Peaceful and socially cohesive communities for vulnerable people in Myanmar. VSO is working with local community, women and youth groups, government departments, and other stakeholders to support grassroots community through delivering projects with the focus on community peacebuilding, advocacy on inclusive policy, youth development, SRHR, MHPSS, community mobilization projects, disabilities and other development projects.

The Social Cohesion Officer will closely work with VSO Social Cohesion Programme team in developing and designing programme related projects, delivering interventions, and managing these projects. This position will be based in Yangon with frequent visit to project areas across Myanmar.

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<th>Responsibilities</th>
<th>Skills Required</th>
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| **Programme Development and Delivery:** Ensure project outcomes are delivered to quality required by the programme, to schedule within set budgets and scope. Provide a key co-ordination and implementation role, ensuring project management standards are followed and deadlines met. Prepare management products - including project quarterly report, monitoring and evaluation plan, project logframe/results framework, project work plan, and project governance document. Establish and manage project procedures – risk and issue management, change control, communications. | **Essential:**
| **Budgeting and Forecasting:** Manage project financial budgets and targets, providing accurate and timely information on expenditure. | **Project Management:**
| **Stakeholder Management and Communications:** Build effective working relationships with project stakeholders, engaging them at each project stage, ensuring communications have appropriate content and tone. Manage information flows between the directing and delivering levels of the project. Ensure organisational communications about project benefits, progress and outcomes suit audience and are timely. Anticipate project risks and issues, communicating them to stakeholders, taking action to resolve. Ensure external communication about the project. | - Significant project management experience in a development sector with a proven track record of developing and delivering quality projects at a community and national level using evidence-based and people-centre approach.
- Sectoral knowledge in the fields of social cohesion, peace building and social accountability.
- Understanding and valuing the role of volunteering in development, and commitment to mainstream social accountability, resilience, social inclusion and gender approach in all areas of works
- Commitment to VSO mission, values, and people – first principles
| **Championing Change:** Inspire enthusiasm, momentum and commitment for outcomes project will deliver. | **Financial Management:**
| **Internal Reporting:** Ensure project activity, outcome progress, issues, risks, exception reports are available to Stakeholders and management teams as appropriate. | - Strong financial management skills (including ability to understand and work with restricted funds and full cost recovery concepts, and project funding issues)
- Understanding of financial management policy and excellent budget monitoring and management and reporting skills.
| **Communication:** | **Monitoring and Evaluation:**
| - Excellent oral and written communication skills in English and Burmese, with ability to vary communication content and style to suit audiences to inform, motivate and inspire. | - Experience of designing a project monitoring and evaluation framework,
Project Team Management: Establish, lead and motivate the project team, ensuring regular progress review meetings in place and behavioural expectations established. Liaise with external suppliers as necessary.

Resource Mobilisation: Ensure appropriate human resource in terms of skills, competencies, capabilities and capacity is made available across VSO globally to facilitate the effective design, implementation and monitoring of the project. Lead the team on mobilization of partners on Social Cohesion and Peacebuilding.

Grant Management: Effectively manage donor grant allocated to project, ensuring appropriate reporting in place.

Monitoring and Evaluation: Conduct M&E activities as outline in the project M&E Plan. Amend workplan and activities based on evidence collected. Lead the measurement and realisation of benefits delivered by the project.

conducting project monitoring activities and writing reports.

Relationship Building:
- Ability to build effective working relationships, inspiring confidence and credibility with employees at all levels. Strong influencer of others. Ability to work effectively across a globally dispersed organisation.

People Management:
- Good leadership skills with a proven track record of good people management skills.
- Experience in capacity building using coaching, mentoring, facilitation and training skills.

Organisation and planning:
- Excellent coordination and planning skills with experience of working under pressure. Time management skills.

Financial:
- Experience of successfully monitoring and managing budgets.

Analysis and creative problem-solving:
- Ability to analyse and quickly grasp the fundamentals of a need or issue. Able to find innovative ways of solving or pre-empting problems.

Flexibility:
- Ability to manage a project in a climate of change, recognising and being open to ambiguity, uncertainty and opportunities.

Desirable:
- Practical experience within a development organisation
- Commitment to VSO’s work and values

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member’s responsibility to contribute to VSO mission, comply and keep in mind with VSO values and belief that: By thinking globally we can change the world, Progress is only possible by working together, Knowledge is our most powerful tool, People are the best agents of change.
Line Manager Name:
Position:
Location:
Date:

Accepted:
Employee name:
Position:
Location:
Date: