**Job Description: Organizational Development Advisor**  
**Responsible to:** Social Cohesion Programme Manager  
**Responsible for:** N/A  
**Location, Group & Function:** Yangon

**Job Purpose:** The Organizational Development Advisor will work as part of Civil Society and Media Project (CSM) II project, with one of local partner organization, Pace on Peaceful Pluralism (PoPP) to enhance the organisational capacity and effectiveness of partner by developing and embedding systems and structure which will enable it to foster impactful project delivery to community. This requires conducting organizational capacity assessment, preparing and operationalizing organizational improvement plans to improve organizational systems for partners. The Organizational Development Advisor will be based in Yangon, work closely with programme teams, provide technical support and trainings to partner organizations.

The Volunteer contract duration is 3 months (possible to be extended to 6 months) and to begin ASAP.

### Responsibilities:

1. Undertake capacity needs and organisational assessment to quantify the gaps to be filled to achieve the partner’s mandated responsibility for delivering interventions
2. Design capacity building interventions, develop modules and organize training for partner organizations on organisational development.
3. Provide technical expertise to partners in the area of organizational development.
4. Assist in designing functioning organizational structure (Governance Structure) and planning and measuring progress and success for partners, by developing organizational strategies and plan.
5. Help in developing guiding documents such as policies, procedures and operational guidelines.
6. Effectively liaise and coordinate with stakeholders to achieve the desired outcomes collaboratively.

**Due to the nature of our volunteer placements, it is possible that the responsibilities of this role may differ in reality and therefore the post holder will need to be prepared to be flexible and adapt to their environment as necessary.**

### Skills, Knowledge and Experience

**Essential criteria (must have to be able to carry out the role successfully)**

**Experience:**
- Have experience in developing organizational strategy, policy, governance structure and on job supervision and mentoring to civil society organizations and networks
- Experience in organizational development especially for civil society organization.
- Experience in managing group dynamics in multi-sector setting.
- Experience in knowledge transfer by coaching and mentoring.
- At least 5 years post graduate experience

**Skills/Abilities:**
- Strong knowledge of organizational development for small organizations and networks.
- Excellent inter-personal and team building skills
- Strategic and analytical skills
- Excellent computer and report writing skills

VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we are protecting children, young people and vulnerable adults from harm and abide by our safeguarding policy

Version 082018. Revised Mohammed Baig 082019