

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.

We are currently inviting motivated and talented individuals to apply for Partnership Manager based in Yangon, Head Office. Please see the following detailed information.

**SAVE THE CHILDREN INTERNATIONAL
VACANCY ANNOUNCEMENT
(FOR MYANMAR NATIONAL ONLY)
ROLE PROFILE**

TITLE: Partnership Manager	
TEAM/PROGRAMME: Myanmar Education Consortium (MEC)	LOCATION: Yangon, Head Office
Number of Position: 1 Grade: NAT- 2	CONTRACT LENGTH: Fixed Term
CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.	
ROLE PURPOSE: The Partnership Manager is responsible for contributing to the strategic and operations management of MEC programme's partnership with education providers, and ensuring compliance to standards are incorporated in all partner agreements and operations. In accordance with pertinent SCI / MEC policies and guidelines, the Partnership Manager is responsible for operationalising the programme's Partnership Framework including the Partnership Policy, Partnership Strategy, Partnership Guidelines and Partnership Standards. In the event of a major emergency in MEC partners' operational context, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.	
SCOPE OF ROLE: <ul style="list-style-type: none"> • Reports to: Partnership and Program Support Director (PPSD) • Staff reporting to this post: None • Direct: None • Indirect : None 	

- **Budget Responsibilities:** None
- **Role Dimensions:** The Partnership Manager is an SMT position that works across departments to support the MEC in maintaining the partnership and continuously improving systems to support the development of MEC partnership strategy. The job holder has regular contacts, external engagements and in communicating with partners with formal agreements with MEC across all the regions of MEC's operational areas. The job holder also has regular engagements with national level strategic and potential partners particularly in coordinating our partnership work with other INGOs, representing the organization in partnership discussions, and in helping to identify and pursue new partnership opportunities. The job holder also relates regularly with SCI Partnership Team as well as with members on partnership issues, discussions/initiatives, contributing learning and leveraging best practices from other contexts.

KEY AREAS OF ACCOUNTABILITY:

As member of the Awards Management Team and the Extended Senior Leadership Team, the Partnership Manager contributes to:

Partnership Strategic Lead and Management

- Keep abreast of SCI Global Partnership strategic developments and update MEC's partnership strategy, frameworks and guidelines to operationalise the partnership development and management.
- Regularly update MEC Partnership Management Guideline and all relevant tools pertaining hereto and contribute to the effective execution and utilization.
- Capacity development of MEC staff on our partnership approach and Partnership management guideline and relevant partnership tools –
- Induct newly appointed staff on MEC partnership approach in general, and the Partnership Mmanagement Guideline in particular, including all relevant tools as required.

Partnership Development and Management

- Provide leadership in the partnership development of partnerships across MEC operational areas in the country. This includes System Strengthening Partners (SSPs), Broad-Based Capacity Development Partners (BBCDPs), Technical Assistance Partners (TAPs) and Strategic Alliances (SAs).
- Contribute with a partnership perspective to the development and revision of all relevant strategies, plans and budgets for the MEC programme.
- Provide input to, and quality assurance of new project/program concepts, proposals and budgets – with regard to the partnership modality and set-up envisaged therein.
- Provide lead role in facilitating partnership processes related to the identification, assessment, selection of partners, facilitating teaming agreements with particular attention to ensuring transparency and accountability therein.
- Lead the program teams to design and implement good processes/criteria for scoping, selection and assessment of potential partners
- Work with Awards Manager in ensuring partnership vetting is done in the AMS.

Quality Assurance of Partnership Management

- Have oversight and coordination role of the preparation and quality assurance of partner contracts such as partner agreements and memorandum of understanding etc.
- Oversight monitoring of compliance on partnership standards and KPIs.

- Coordinate quarterly catch-up, partnership health-check and SERVQUAL survey.

Partners Capacity Strengthening

- Lead on implementation of capacity assessments with partners, developing corresponding capacity strengthening plans and coordinating and monitoring the execution hereof.
- Provide technical advice to partners and programs staff on facilitating organizational capacity strengthening based on plans.
- Guide and mentor the Partnership Focal Persons in each region of implementation and build their capacity

Partnerships Risk Management

- Conduct partners risk assessment and develop risk mitigation measures.
- Work with the Internal Auditor – on partner risk assessment and mitigation/corrective actions.
- Facilitate MEC staff in conducting partners' self-assessment of partnership risks and management.
- Provide advice to SLT and the internal auditor and make relevant contributions to the settlement of partner disputes and the management and close-out of suspected or confirmed fraud/mismanagement cases and subsequent partnership termination, if/when relevant.

Partnership Monitoring and Reporting

- Provide technical support for joint monitoring of partnerships and develop a master monitoring plan and tracker for project/award
- Develop and share quarterly reports on partner capacity development, risk assessment of partners and risk mitigation measures that have been implemented.
- Liaise and coordinate with Awards Management team in accessing of partnership documents such as assessment reports, partnership agreements, partnership program/financial reports e.tc for uploading in AMS.
- Ensure that the Partnerships folder on the shared drive is kept up-to-date with key resources including SOPs, workflows, guidance, manuals, etc. Assist in any other partnership-related assignments, as requested by the line manager.

Coordination with internal and external stakeholders

- Participate in selected partnership review meetings, consortiums, networks, coalitions with particular attention given to the relational aspects of the partnership collaboration and the identification of viable solutions to any challenges that may have occurred herein.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS, EXPERIENCE AND SKILLS :
QUALIFICATIONS

- A minimum of a Bachelors Degree in any field. (Social Sciences, Education, Development and Business Studies or similar relevant field preferred)

Essential

- A minimum of 7 years of relevant working experience in an INGO or similar.
- Demonstrated methodological grounding in, and practical experience with, partnership development and management processes, including capacity strengthening and organisational development practices (this is a must).
- Program management experience, including demonstrated abilities within program/budget development, implementation and monitoring & evaluation.
- Solid understanding of the ethnic group context in Myanmar, roles and dynamics of civil society and ethnic organizations and the relevance of engaging with both parties in order to ensure effective partnership and collaboration.

Desireable

- A full understanding of political, economic and social contexts of the Country.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

For External Candidates:

<https://stcuk.taleo.net/careersection/ex/jobdetail.ftl?job=21000538&tz=GMT%2B06%3A30&tzname=Asia%2FRangoon>

For Internal Candidates:

<https://stcuk.taleo.net/careersection/in/jobdetail.ftl?job=21000538&tz=GMT%2B06%3A30&tzname=Asia%2FRangoon>

Closing Date : 29th July 2021

User Guide for Applicants at SCI:

https://myanmar.savethechildren.net/sites/stcico.myanmar.savethechildren.net/files/taleo_applicants_user_guide.pdf

Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.

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