



JOINT PEACE FUND

TERMS OF REFERENCE

Programme Officer – Research & Innovation

Duty station:	Yangon, Myanmar
Position title:	Programme Officer – Research & Innovation, JPF [RINO]
Reporting to:	Head of Research & Innovation
Duration:	12 months (with possibility of extension)

Background:

The Joint Peace Fund (JPF) has been established as a multi-donor fund to support national efforts to achieve a final and lasting settlement of ethnic armed conflict in Myanmar. In working towards this goal, the JPF is a key mechanism to deliver coordinated international financial and technical assistance to the Myanmar peace process. A Technical Secretariat, operated by the Nordic International Support Foundation (NIS), has been established to support the JPF.

NIS is a Norwegian-registered, non-profit foundation engaged in stabilisation and reconciliation initiatives in conflict and post-conflict areas. NIS has been working in Myanmar since 2013 and also administers and provides technical support to the Peace Support Fund (PSF) in Myanmar. NIS also supports peace and reconciliation activities in Mali, Somalia, and the Central African Republic and continues to expand its operations into other transitional zones.

Essential Functions:

The Programme Officer role will assist a small team of specialists in developing, supporting and monitoring the implementation of a dynamic portfolio of research, innovation, public information, and technical learning projects to support the peace process.

The Programme Officer will help ensure that projects within the portfolio reflect the application of sound administrative, budgeting, reporting and M&E practice, and adhere to JPF standards for gender responsiveness and inclusion, conflict sensitivity, and risk management. The Programme Officer will bring strong budgeting and project monitoring skills to the R&I program and will be adept at recording, processing, tracking, and following up grant applications and proposals.

Under the direction of the Senior Advisor and working in close collaboration with other key members of the R&I program and the JPF team, the Programme Officer will contribute to the JPF as a responsive, supportive, and accountable organization. The Programme Officer will also support efficient data management and effective communication of results, including in visual formats, in collaboration with the M&E and communications teams.

Main Responsibilities

- Assist the Research and Innovation team in the administration of the R&I portfolio of research, innovation, public information, and technical learning projects according to operational guidelines and donor requirements.
- Register all incoming applications, track all related communications, and maintain an updated status register for all R&I portfolio applications and grants, ensure appropriate weekly, fortnightly, monthly and quarterly reporting duties.
- Review documentation for all grant applications, and ensure compliance with JPF operational guidelines.
- Provide administrative, budgeting, and monitoring and evaluation support for the R&I portfolio of projects as required.
- Support the Senior Advisor, Research Advisor, and Public Information Advisor in the assessment, appraisal and development of the R&I proposals.
- Provide administration and logistics support to the R&I team as needed, and specifically in relation to grant management, tracking and reporting; procurement processes; meeting preparation and follow up; field trips; and communication.
- Work closely with JPF M&E, Finance Admin, Communications, and TCM personnel and across programmatic streams (peace architecture and peacebuilding).
- Work closely with JPF personnel to embed inclusion and conflict sensitivity into all systems, strategies, approaches and projects.
- Support the R&I team in maintaining strong working relationships with key stakeholders, including parties to the peace process, JPF donors and civil society representatives.
- Contribute to the overall development of the JPF.
- Carry out other duties of temporary or permanent character within the organisation when necessary.

Required skills and qualifications:

- Minimum 5 years of professional experience in accounting and administration, preferably in international humanitarian/development organizations.
- Minimum 3 years of relevant experience in the assessment and/or administration of grants.
- Strong communication skills, and ability to work effectively with people of diverse backgrounds.
- Burmese/Myanmar and English, written and spoken. Additional language skills are an asset.
- Knowledge of computer software, including the OS X platform.
- Good knowledge of Excel and other Microsoft Office programs.
- Experience with basic financial management, including conducting payments, develop budgets and follow up accounting, and setting up and overseeing procurement processes.
- Contextual understanding of the peace process in Myanmar.
- Ability to work independently and in a close team, and to work well under pressure.

To Apply

An application comprising a CV/resume and a covering letter outlining relevant experience and qualifications must be sent to hr@jointpeacefund.org, with the *position title* and the reference *RINO* in the subject line. Applications must include a minimum of 3 referees.