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ပြည်သူ့ဖွဲ့စည်းပုံအခြေခံဥပဒေ
PEOPLE'S ALLIANCE FOR CREDIBLE ELECTIONS

Date: 27 June 2017

Vacancy Announcement for Program Officer

People's Alliance for Credible Elections is looking for a Program Officer support the program team for planning and implementing of PACE's activities.

Position:	Program Officer
Duty Location:	Yangon
Number of Position:	1
Duration of the Contract:	One year (with two months probation period)
Reporting to:	Program Manager

If you are interested in this announcement, please submit your Curriculum Vitae (CV), expected salary and contact phone number to hr@pacemyanmar.org by **12th July 2017**. **Only short-list candidates will be contacted for the interview process.**

For more information, you can contact us +95 9253379442; +95 1512646.

Background Information

People's Alliance for Credible Elections (PACE) is an independent, non-partisan, non-government domestic election observer group based in Yangon. PACE was founded in 2013 to strengthen democratic institutions in Myanmar through safeguarding citizen rights and promoting public participation in the electoral process. To promote transparency, accountability and inclusiveness in the electoral process, PACE will mainly be working on civic and voter education, election observation and electoral reform.

Upholding the principles enshrined in "Universal Declaration of Human Rights", PACE's work will be implemented regardless of race, religion and gender.

Moreover, PACE has signed "Declaration of Global Principles for "Non-partisan Observation and Monitoring" by Citizen Organizations," which is a document endorsed by more than 260 organization from 75 countries.

Mission Statement

"PACE will work to ensure all citizens political rights including the right to vote and stand for office by engaging in activities that promote citizen participation, safeguard political and civil rights through a program of electoral observation, policy advocacy and civic education."

1. Areas of Work

The PACE is an independent civil society initiative to secure every citizen's political rights and enhance electoral transparency and accountability through:

- I. Citizen Observation of Electoral Processes
- II. Civic Education and Public Outreach
- III. Advocacy for Improved Electoral Frameworks

2. Objectives of Program Officer

Under the direction of the Program manager, the Program Officer is needed to manage the PACE's activities supervising the networks coordinators for volunteer recruitments and organizing the trainings for surveys, election observation and civic education. The Program officer is full time paid staff and expected to work 40 hours per week.

3. Task and Responsibilities

- Organizing and managing the program activities; such as surveys, focus group discussions and trainings;
- Supervise the networks coordinators to manage the field operation of volunteer recruitment and deployment;
- Work together with Networks Coordinators to recruit/replace the field coordinators as needed;
- Reporting the monthly activities to Program Manager;
- Establish the timeframe for field works and overall management;
- Coordination of project implementation and troubleshooting, as needed;
- Resolve administrative issues relating to travel, accommodation, behaviour of field teams, security issues etc. through appropriate channels; and
- Managing budget and expense for program related activities;

4. Requirement

- Experience in managing projects, supervising and assessing personal
- Must be able to work efficient with related stakeholders
- Willing to travel

5. Requirement Qualification

- At least five years professional experience in administrative works and/or event management
- Must be able to work at under the thigh deadline
- Familiar with NGOs/CSOs work nature
- Good networking and communication skill
- Show integrity at work
- Ability to organize works efficiently and deal with heavy workload
- Having good understanding on Myanmar politics and its electoral process is advantage