



## Programme Officer

Date: 18 October 18

### Background

The European Union has contracted the British Council to deliver the rule of law and access to justice component of its Strengthening Governance in Myanmar/Burma Programme (DCI-ASIE/2014/037-333) component, through a delegation agreement for the implementation of the **MyJustice** programme.

A key component of the EU Programme is to support the rule of law and access to justice, to help ensure that citizens are better protected by the law, and to increase their access to formal and informal dispute resolution and justice systems. It will also support civil society in their provision of legal education and awareness-raising for citizens and officials and improve the work of institutions, which support the rule of law.

The objectives of the MyJustice programme are:

#### Overall Objective:

Improve access to justice and legal aid for the poor and vulnerable, develop legal capacity of justice sector professionals and strengthen selected rule of law institutions to better fulfil their mandates.

#### Specific Objectives:

1. To improve access to both formal and informal justice systems especially for vulnerable groups in six regions/states in Myanmar;
2. To strengthen the capacity of formal and non-formal justice service providers in Myanmar.

MyJustice places emphasis on a people-centred approach, which is designed to encourage learning, trust and collaboration among and between all stakeholders. We work in close consultation with communities to promote enhanced and equitable justice provision for all groups, especially those currently most excluded. The programme delivers work across four interconnected results areas:

**Result Area 1:** Increased capacity within communities to use and apply knowledge and understanding about their rights

**Result Area 2:** Justice services are more widely available, of higher standard and increasingly meet the needs of communities and their residents.

**Result Area 3:** Community based dispute resolution mechanisms increasingly utilise inclusive and accountable approaches and methods within the communities that they serve

**Result Area 4:** Increased evidence and knowledge sharing to inform justice policy development and implementation.

## **Role profile**

The Programme Officer provides administrative support to a range of programme implementation activities as appropriate.

1. Administrative support to work planning and scheduling of MyJustice programme activities, managing inputs from partners and short term experts as appropriate.
2. Supports the Senior Programme Officer to implement effective and compliant sub-contracting and consultancy management procedures and maintains accurate records.
3. Works with the Senior Programme Officer and Programme Manager to ensure effective mechanisms of project office management and effective and compliant systems, including procurement management, IT solutions, information management etc. to meet audit requirements.
4. Administrative support to the technical team and finance staff and ensures awareness of and compliance with the anti-fraud policy.
5. Supports the administration of events and other logistical arrangements including team member travel.
6. Translates content between English and Myanmar languages.

Skills, experience and knowledge required:

- 1) Knowledge and experience of finance and administration work in NGOs;
- 2) Good interpersonal skills, able to work cooperatively and effectively with other team members and project stakeholders
- 3) Excellent written and verbal communication skills
- 4) Delivering activities and events within short time frames

### **Consultancy fee:**

From 924 USD per month

### **Length of contract:**

6 months