International Adviser – Myanmar Alliance for Gender Inclusion in the Peace Process (AGIPP)

**Key role:** Provide substantive and technical advice to assist the strategic growth and development of the **Alliance for Gender Inclusion in the Peace Process (AGIPP)** to increase the participation of women in the peace process and secure gendered perspectives in the peace process outcomes.

**Specific tasks:**
1. Assist with all elements of the work of the Alliance including analysis, activity design, monitoring and evaluation, internal and external relations and communications.
2. Provide support to staff to respond to requests from AGIPP members, peace organisations, the Government, the military, ethnic armed organizations, the United Nationalities Federal Council, and relevant others for information and analysis related to gender justice in the peace process.
3. Provide regular updates (quarterly) to AGIPP members about the peace process including upcoming opportunities to focus on gender justice and women’s participation.
4. Mentor and/or coach AGIPP staff to learn new skills and consolidate existing abilities.
5. Through to the end of 2015 assist with the establishment of an AGIPP office in Yangon.
6. Provide technical support to managing the AGIPP website and social media.
7. Assist with human resource policy development for staff.
8. Provide support to engage donors regarding the sustainable funding of the Alliance.
10. Assist with narrative and financial reporting to donors.
11. Assist with regular reporting to the AGIPP Management Committee and Steering Committee on implementation of objectives.
12. Facilitate Steering Committee meetings as required and appropriate.
13. Support the development of strategic networking and relationship building with AGIPP members, relevant government departments, ethnic armed groups, political parties, international organisations and donors.
14. Other tasks as appropriate and required.

**Essential skills, knowledge and experience:**
1. At least ten years relevant work experience in women’s rights, gender equality, international relations and peacebuilding.
2. Graduate degree.
3. Theoretical and operational knowledge of, and clear commitment to, women’s rights and gender justice.
5. Experience working in a low income country.
6. Experience as an embedded or seconded adviser helpful.
7. Experience of budget management.
8. Experience in policy analysis, and implementation in a fragile, war affected or transitional context.
9. Experience and/or understanding of diversity and gender mainstreaming approaches, policies, techniques and challenges.
10. Experience working within a multicultural team.
11. Communication skills including effective use of social media and websites and/or willingness to learn.
12. Flexibility and adaptability.
14. Fluent written English skills and demonstrable analytical ability and capacity to write and edit articles, reports etc.
15. Experience in mentoring, coaching and capacity development.

**About the Alliance:** AGIPP is a national initiative developed in 2014. It has a Steering Committee of seven organisations (Gender and Development Initiative, Gender Equality Network, Kachin State Women Network, Mon Women’s Network, Nyein (Shalom) Foundation, Women and Peace Action Network (Shan State), Women’s League of Burma, and WON/WIN-Peace). The Alliance has been created to specifically focus on increasing the participation of women in the peace process. This will include a wide range of activities including but not limited to, the development of policy papers, outreach to decision-makers and the media, the development of a vibrant website and social media presence, providing timely analysis in a range of languages. Formal funding commences from October 2015.

The Secretariat will comprise of four staff: Coordinator, Policy and Communications Officer, Administration and Finance Officer. The Adviser will support three national staff and member organisations with strategic advice, drafting and communications support, project oversight, capacity building and more. The position is funded for two years with the likelihood of renewal thus a long term commitment is preferred. This position will be both challenging and rewarding and require someone with a demonstrable commitment to feminist principles for enhancing capacity and organisational development. The position will report to, and be supported by, a small Management Committee.

**Location:** Yangon, with travel within the country expected periodically.
**Salary range:** A competitive package will be offered.
**Indicative timelines for the process:** 15 August deadline; through September interviews will be conducted; position commences in October.

**Application Process:** To apply for this position send an email to alliancejobs2015@gmail.com by 15 August. Late applications will not be accepted. Only shortlisted applicants will be notified.

For the application you need to:
1. Attach your CV/resume (4 pages max.) including a short cover letter (2 pages max.) outlining your experience and salary expectations. **Total of six pages in one document.**
2. Attach an example of a report, paper, study, and article you have written within the last two years that demonstrates your writing abilities as well as knowledge of gender justice, peace processes or another relevant topic. **Providing these two elements is essential: Applications without these elements or over the page specifications will not be considered.**

For more information or clarifications write to: alliancejobs2015@gmail.com