Vacancy Notice
IBJ Myanmar Director of Programs and Operations (DPO)/Deputy Director

I. International Bridges to Justice

International Bridges to Justice (IBJ) is a non-profit, non-governmental organization dedicated to ensuring the basic legal rights of people throughout the world, as recognized in the Universal Declaration of Human Rights. IBJ works to guarantee all people the right to systematic early access to zealous and competent lawyers to prevent violations of their rights within the criminal justice system. IBJ presently operates country programs in Cambodia, India, Indonesia, Sri Lanka, Syria, Turkey, Burundi, Zimbabwe, Rwanda, the Democratic Republic of Congo, Tunisia and Zimbabwe. Since its founding, IBJ has trained over 40,000 lawyers and provided legal support to 400,000 vulnerable individuals worldwide. IBJ defenders have engaged with justice stakeholders to put in place systematic policies and processes to protect due process rights of the accused to prevent rights violations with the criminal justice system and advance early access to counsel.

II. IBJ Myanmar Project Description

IBJ ကို အောင်မြင်ရန် အသင်းဝင်များအနေဖြင့် ၄၀,၀၀၀ဝါးအားမှာ ပြည်သူအရောင်အထည်ရဖားနှငူ့် ပြည်သူအခွငူ့်အရရေးပြဌာန်ေးရန် တရာေးမျှတမှုနှငူ့် သြေ်ဆိုင်ရသာ ြတ်သြေ်ဆြေ်နွှယ်သမှားနှငူ့် ခ တ်ဆြေ်ရန်ပြီေးပဖစ်ြါသည်။
Since 2017 IBJ has implemented 5 legal aid Justice Centres throughout Myanmar. These Justice Centres operate as a holistic network for system change in Myanmar, moving the legal landscape towards the rule of law and protecting due process rights. The objective of the justice centres is to provide high-quality client-centred legal representation and advice to poor and marginalized individuals while also using strategic appellate litigation to promote fair trial rights and substantive justice. IBJ Myanmar is committed to providing legal assistance while also enhancing the capacity and commitment of lawyers in Myanmar to protect accused individuals, especially those from marginalized communities, from human rights abuses and unfair judicial and law enforcement practices. IBJ Myanmar leadership strives to build a fair and humane criminal justice system. To serve this goal, IBJ seeks to recruit an IBJ Myanmar director of programs and operations (DPO) to implement the day-to-day operations of the justice centres project during this critical period.

IV. Job Description

Under the overall supervision of the international program director and the direct supervision of the international country director, national country director, and chief of strategy, security and training (CSST) national country director, IBJ Myanmar director of programs and operations (DPO)/Deputy Director, will plan and implement all programmatic and operational activities. The duties will include assisting the country director in supervising the justice centres’ activities in Myanmar. The incumbent will organise the project activities, ensuring completion of the same on schedule. S/he will follow up on the implementation plans, ensure deliveries are made on time, and monitor budget and spending. S/he will assist the country director to evaluate personnel to ensure efficient operations in a thriving and equitable work environment. S/he will work with the country director to ensure contractual compliance, reporting, and quality assurance.

1 Until June 2023
Overall responsibilities:

- Under the leadership of the IBJ’s international program director, the country/legal director and the CSST, assist in developing a vision for the program and implement IBJ Myanmar’s overall program strategy.

- Under the supervision of the country/legal director, oversee the implementation of the programmatic work plan, analysing and anticipating delays and challenges, and proposing adjustments to the international program director, country/legal director, and CSST as required.

- Assist the country/legal director to manage the day-to-day management of the program to ensure the effective, efficient and timely delivery of all activities and results, including overseeing local staff charged with legal service delivery, supervising the contracting process, hiring, and other human resource matters.
• Under the oversight of the country/legal director, development and implementation of monitoring and evaluation systems and procedures that satisfy programmatic needs and supervise quarterly and annual reporting of monitoring and evaluation.

Country/legal director အောက် အဆောက်အဦးမှာ များစွာ ပြုလုပ်ပေးပါသည် (monitoring and evaluation) အကျိုးပြုပွဲ စီးပွားရေးမှာ အကျိုးအမှတ်နှင့် တစ်ကြားများစွာ ပြုလုပ်ပေးပါသည် (၄) နှင့် တစ်ကြား ကျပ်နှစ်စဉ် (quarterly) အောက် အဆောက်အဦး monitoring and evaluation အစီအစဉ်မှာ ပြုလုပ်ပေးပါသည်

• Under the direction and supervision of the international program director, the country/legal director, and the CSST, represent IBJ with relevant parties in Myanmar including donors, independent lawyer associations, relevant state authorities in the justice sector, and international and national non-governmental organizations and civil society organizations working in the areas of rule of law, access to justice, and justice education.

International program director နှင့် country/legal directorနှင့် CSST သို့ အသက်အရွယ်မှာ ဝေးရေးရာ အစီအစဉ်မှာ အလွယ်အနေဖြင့် အစီအစဉ် ပြုလုပ်ပေးပါသည် (monitoring and evaluation) အကျိုးပြုပွဲ စီးပွားရေးမှာ အကျိုးအမှတ်နှင့် တစ်ကြားများစွာ ပြုလုပ်ပေးပါသည် (၄) နှင့် တစ်ကြား ကျပ်နှစ်စဉ် (quarterly) အောက် အဆောက်အဦး monitoring and evaluation အစီအစဉ်မှာ ပြုလုပ်ပေးပါသည်

• Set a positive example; inspiring IBJ’s young team to deliver high-quality representation and create positive change in the criminal justice system.

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• Report to the CSST to ensure implementation of security protocols and procedures.

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• Under the supervision of the country/legal director, and in consultation with IBJ global team in Geneva, develop and implement IBJ Myanmar’s budget. Coordinate with the senior finance manager to ensure financial oversight of projects and thematic budgets, maintain expenditures in a timely manner and in line with agreed priorities and donor guidelines.

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• Oversight of the day-to-day banking and financial operations of the project, reporting to the country/legal director.

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• Support the director of finance and administration, and senior finance manager with financial oversight of projects and thematic budgets, maintaining timely expenditure in line with budgets and guidelines.

Qualifications and experience

Advanced university degree.

At least 5 years of program management experience with experience preferably with an I/NGO environment, including experience in directing and implementing access to justice programs, monitoring and evaluation and budget management.

Proven, sound, strategic thinking and planning skills, including the ability to think creatively and be innovative, set priorities, manage work plans, and evaluate progress.

Demonstrated experience in implementing projects in a crisis context.

Highly developed relationship building, negotiation and interpersonal skills.

Highly developed verbal and written communication skills.

Human resource management experience.
• Experience in donor compliance, including report writing and financial narratives.

• Fluent Burmese and strong English language abilities, including ability to write high quality reports in English; another Burmese ethnic language is a plus.

• A strong personal commitment to access to justice, non-discrimination, zealous criminal defense, and rule of law.

IV. Conditions of the position

The IBJ Myanmar is based out of IBJ Myanmar’s head office in Taunggyi, Shan State, Myanmar. The IBJ Myanmar Director of Programs and Operations will be expected to travel regularly throughout the country and will be responsible for completing the following activities in all our project sites in Mandalay, Hpa-An, Taungoo, Taunggyi and Nay Pyi Taw. The initial contract will be for 7 months, with extensions being dependent on performance and available funding.

To apply, please send a statement of interest and CV (including at least two references) by email to: jobs@ibj.org with “IBJ Myanmar DPO” included in the subject line. Deadline for applications: 1 June 2023.