

## JOB DESCRIPTION

<b>Job Title:</b>	Justice Project Coordinator
<b>Location:</b>	Flexible (Myanmar or Thailand based)
<b>Reporting to:</b>	Programme Manager
<b>Type of position:</b>	Myanmar National
<b>Grade and Salary:</b>	Competitive INGO salary dependent on experience
<b>Contract terms and hours:</b>	<p>One year (fixed-term contract that may be extended contingent upon funding)</p> <p>There will be a probationary period of three months</p> <p>Holidays: 28 days per calendar year in addition to agreed Myanmar public holidays</p> <p>Hours: 37.5 hours per week</p>

### **Background**

Saferworld is an independent non-governmental organisation that works to prevent violent conflict and build safer lives. We work with civil society, governments, non-state actors, and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through programming that supports the actions of others.

Saferworld is committed to providing a trusted working environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the principles that underpin and guide our work.

We work with communities to identify their justice and safety priorities and concerns, and assist their processes to engage with relevant civil society and authorities to address the issues. We also conduct research and policy analysis and provide technical assistance to help build more inclusive security and justice institutions that are accountable to the public and focused on keeping people safe. We are particularly committed to supporting women, youth, and ethnic minorities to access justice mechanisms and reform justice systems.

### **Job Purpose**

Under supervision of the Programme Manager, the Justice Coordinator will provide technical, programmatic and coordination support to the Saferworld programme team and partner staff aimed at improving access to justice for conflict-affected communities and encouraging justice sector reform.

S/he will support the programme team by co-leading the design of activities, workshops, and justice analysis for the project, while also conducting relationship-building with communities, CSOs, select justice and governance actors, legal practitioners, and international organisations. The Justice Coordinator will develop research on access to justice and certain legal reform processes, as well as analyse laws and produce written briefs, presentations and other materials.

This role has a strong focus on promoting the development of civil society actors in order to improve the situation for communities in conflict-affected areas and to support more inclusive, accountable and responsive justice provision.

## **Roles and Responsibilities**

- 1. Lead the project team to implement an adaptive, responsive access to justice project**
  - Lead the project team to ensure activities support objectives for more inclusive access to justice and responsive, accountable justice provision, and designing and delivering capacity building exercises on these topics.
  - Co-develop with partners strategies for supporting improved access to justice in highly political, conflict-affected communities; e.g., develop safe dissemination for justice-related awareness materials
  - Drawing on the findings from the project's baseline assessment and mapping activities, design/adapt justice activities for four key stakeholder groups: civil society actors, women and youth, community-level justice providers, and district/central governance authorities
  - Work in close coordination with the Monitoring, Evaluation and Learning Coordinator and Gender Adviser to monitor activities, assess justice-related learning and outcomes, and produce analysis on justice access that can support programme adaptation and lessons learning
  - Regularly update risk assessments and protocols for safe implementation that place the safety and confidentiality of participants at the project's core
  - Write reports and conduct regular context analysis; engage with donors to provide situational analyses
- 2. Identify training needs and liaise with programme colleagues to ensure that these are met**
  - Consult with partners and justice actors and apply data from baseline / end-line assessments to identify priorities for technical support, and linkages between justice, legal reforms, peace and conflict.
  - Develop and deliver a series of trainings (to be conducted online in most cases) including on justice-focused advocacy, legal structures, paralegal support, and inclusive, gender responsive justice. Ensure that capacity-strengthening activities are informed by other justice and paralegal programming in southeast Myanmar, and co-designed with project partners for relevance.
  - Produce TOT training and materials that support justice providers (for example, for community leaders, relevant CSOs, customary legal actors, etc.) to address gaps in access to justice and exclusionary practices
  - Provide mentoring support to partners related to justice and project implementation; ensure that partner training and mentoring needs are assessed and reported on a regular basis.
  - Liaise with project colleagues to ensure that training needs are met in a timely fashion.
- 3. Build and maintain relations and partnerships**
  - Build and maintain strong connections and partnerships with civil society organisations and international organisations working on justice and legal reform
  - Participate in meetings with current and potential partners to help develop new and innovative justice interventions grounded in local contexts
  - Represent Saferworld in meetings, working groups, networks, or forums on justice, law, and peace/conflict. Take part in donor meetings as required.
- 4. Conduct regular analysis and lead in collective lessons learning activities**
  - Organise and facilitate online and safe forums for lessons sharing, networking, and joint capacity building across different actors in the project
  - Keep up-to-date with existing research and news on justice, peace and security in Myanmar and circulate to staff, provide summaries, or lead in organising presentations.
  - Analyse changes to legislation and policies to assess issues of rights-based justice and inclusion that can support programme activities.
  - Assist in additional research tasks as required
- 5. Liaise with the Saferworld Myanmar country team and Saferworld HQ**
  - Provide updates on project activities, achievements and challenges.
  - Participate in organisational coordination, strategy, and learning meetings.
  - Liaise directly with relevant counterparts in HQ and/or other Saferworld countries

<b>Key working relationships</b>	
Programme Manager (Myanmar); Country Manager (Myanmar); Programme team (Myanmar/UK); Gender Advisor (Myanmar) MEL Coordinator (Myanmar/UK) Programme Support and Learning Unit (UK); Policy, Advocacy and Communications team (Myanmar/UK) Finance and Administration team (Myanmar);	
<b>Scope and accountability</b>	
<b>Decision making and limits of authority</b>	The post holder is expected to lead the development and implementation of the programme's advocacy and communication strategy.
<b>Financial resources</b>	Management of advocacy and communications work activities budgets
<b>Other resources</b>	Responsible for cross-regional and organisational information sharing and lesson learning resources
<b>People management</b>	Line management of some consultancies as agreed with Program Manager
<b>Legal, regulatory and compliance responsibility</b>	Ensure compliance with procedures and practices of the organisation (e.g. financial regulations, health and safety, labour law, safeguarding)  Shared responsibility to ensure safeguarding procedures are communicated to project partners
<b>Person specification</b>	
<b>Knowledge, qualifications and experience</b>	
<ul style="list-style-type: none"> <li>At least 5-7 years of increasingly responsible relevant professional experience for civil society or other relevant organisations;</li> <li>At least 3-4 years of experience working on justice, legal analysis or reform, access to justice, or related projects. (Candidates with less justice experience but exceptional experience working on peace and conflict issues may also be considered).</li> <li>A degree (<u>or</u> equivalent qualifications), preferably related to justice, law, peace and conflict</li> <li>Experience working sensitively and discreetly in conflict-affected areas, particularly in southeast Myanmar and/or with civil society organisations from this region is a significant advantage</li> <li>Proven experience of working with staff and civil society partners to plan, arrange and implement activities towards achieving objectives, along with capacity strengthening goals</li> <li>Experience in the implementation of MEL methods, tools and approaches within the INGO/NGO or similar sectors, and/or willingness to learn by building on related experience</li> <li>Proven experience of information analysis and report writing</li> <li>Experience of working collaboratively with people in a multi-cultural and multi-functional team</li> <li>Experience of developing collaborative, trusted relationships with civil society organisations</li> </ul>	
<b>Skills and abilities</b>	
<ul style="list-style-type: none"> <li>Excellent written and oral communication skills in Myanmar; proficiency in English and fluency in a local language of southeast Myanmar are also advantages</li> <li>Excellent person-to-person communication skills when communicating complicated and sensitive topics to a wide range of audiences, including authorities, community members, CSOs, national movements, and international organisations.</li> <li>Ability to manage and prioritise workload and communicate openly when support or resources are needed</li> </ul>	

- Strong research and analytical skills, and proven ability to contribute to policy papers, briefings and articles.
- Ability to collaborate as an effective team-player.
- Ability to work in a non-partisan manner, sensitive to differences of ethnicity, religion and gender.

**Personal qualities**

- Passionate commitment to access to justice, protection of marginalised groups, and peace.
- Commitment to respect and value equality and diversity, and understanding of how this applies to our work
- Commitment to Saferworld's approach to partnership
- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to own continuing personal and professional development and taking on new challenges

**Other requirements**

- In light of the ongoing political crisis in Myanmar, this position can be flexible in terms of preferred location, working hours, and work-from-home.

**APPLICATION PROCESS**

**To apply:** Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to Marie Aziz at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk)

**Deadline for applications: 2 November 2021**

We only accept completed application forms so please do not send your CV