

Wunpawng Ninghtoi (WPN)

Office: F-1, Thiriomon Street, Thirimon Plaza, Mayangone Township, Yangon, Myanmar.

E-mail: wpn.kachin@gmail.com, Contact no.: +95 9 47099657, China Mobile: +86 692 6233133



Date: 24 April, 2024

Vacancy Announcement

Wunpawng Ninghtoi (WPN) is a local civil society organization that was established in 2011 June and helps IDPs and war-affected communities from the Kachin and Northern Shan states and its work based on the promotion and respect of the core values: Humanity, Human Dignity, defense of Human Rights (IDPs, Child, Women's Right), Love, Compassion, Impartiality, Non-discrimination (nationality, religion, gender), Independence, Respect and Voluntary Spirit. Our vision is "All people of Myanmar will live with dignity, peace, security, and full respect of their rights; enjoying integral social development and humanitarian assistance when required".

WPN is looking for strong, qualified candidates (female or male) who have experience in implementation for the following position and prefer native speaker, qualified candidates (female or male) who have experience and strong leadership commitment for the related position and who are well-known about the local context of the operation office of hard-to-reach areas.

Application is invited for the following position.

Vacant Position title:

Project Manager - 1 Post (1 Year and possible extension)
Application Deadline_8 May 2024

Duty Station: WPN's Operation office (Required ability to travel to different targeted field locations) (Shwegu Township, Mansi Township, and Momauk Township)

Working start date: 3 June 2024

Application form Submitted to: wpn_hrd2024@outlook.com

Main Responsibilities and Favorable Requirements

Position title	Project Manager
Grade	Grade 3
Reporting to	Programme Manager/ Coordinator
Main goal(s)	To ensure overall project management, especially in project development, implementation, and evaluation to achieve the program set objectives.

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<p>Roles and responsibilities</p>	<ul style="list-style-type: none"> • Lead the project proposal development and budget preparation with the supervision of the Finance Controller and Programme Manager/Coordinator. • Lead planning, implementation and coordination of project activities timely and objectively. • Compile reports from project team members and prepare project report and submit in timely manner. • Lead the project team members are effectively functioning in day-to-day operation. • Lead that the project activities are implemented as planned and within the set budget. • Ensure project budgets are used effectively and efficiently by agreed terms and conditions. • Manage and monitor expenses against budget and take project finance related responsibilities. • Prepare project work-plan and budget (cash forecast) for the activity's implementation. • Prepare Advance or Cash Payment requisition for the project activities. • Responsible for the approval of advance request or payment request as per delegation of authority. • Be responsible for review, monitoring and evaluation on the project activities and outputs. • Carry out regular field monitoring and supervision activities in order to ensure quality, coherence and effectiveness of project activities. • Provide guidance, support to the project team, and volunteers in implementing the project activities. • Be responsible and need to attend cluster meeting or other meeting related with project
<p>Qualification/ Profiles</p>	<ul style="list-style-type: none"> • Must have at least a bachelor's degree in any field, preferably development or social studies. • Must have at least (2) years of working experience in Education in the Emergency Response field. • Must have strong EiE and Child Protection knowledge and experiences. • Must be able to provide quality EiE and CP technical inputs and guidance to the project implementation team. • Must be able to ensure that project implementations are in technical alignment with and in compliance with relevant Clusters' and Donor's recommended operational practices and implementation standards • Must have excellent management skills in project planning, proposal development, project management, monitoring, evaluation, and reporting. Should have financial management knowledge. Must be able to communicate with authorities, local partners and communities, etc. • Should have good organizing, presentation, and reporting skills. Should be proficient in Kachin and Myanmar. Proficiency in English is a plus. Should have computer proficiency at least in Microsoft Office package. Must have good leadership, management, and team-building skills. • Must be able to work on own initiative with minimum supervision.

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	<ul style="list-style-type: none">• Must be able to work in multicultural with diverse ethnic, religious, and cultural groups.
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Essential Requirement

WPN has a zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, which enshrines the principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act under this clause.

Submission of Application

Qualified and interested candidates shall submit an Updated CV with a cover letter, photo and educational documents, NRC (scanned copy), and a Clearance Letter concerning with PSEA (or) recommendation letter organization that you worked last to the address below. Please include the names and contact details of two referees and other documents if any.

WPN prefers to receive application forms through E-mail for reducing paper use with environmentally friendly.

Contact detail;

- Human Resources Department (HRD)
- Wunpawng Ninghtoi (WPN)
- Email: wpn_hrd2024@outlook.com
- Mobile Phone: +86 17287321228

Note:

- *WPN strongly encourages women to apply for any position that has good experience to work with us.*
- *Do not enclose any original documents with your application as they will not be returned.*
- *Please submit the Subject title with "Project Manager Post" while mailing.*
- *Only short-listed candidates will be contacted for the interview.*