



Vacancy Announcement

Job title and Position “Project Manager”

Reports to:	Field Coordinator/ National Director
Hierarchy:	Senior Project Officer/Project Officer
Grade:	N6
Contract Duration:	6 Months [Possible extension as per funding available]
Duty Station:	Mandalay



CSI Organizational Profile

Center for Social Integrity is a non-profit organization dedicated to fostering pluralism, diversity and inclusion through two program pillars: Humanitarian and Development, and Peace and Conflict. CSI was founded in 2016 with a focus on long-term peace building, as well as immediate protection and aid for communities. CSI partners with NGOs, donors, researchers and other civil society organizations to work towards achieving our vision.

Scope of Role

Financial Approval: As per CSI’s Approval Authority Matrix

Representation: Interpersonal contact regularly and varied in both oral and written. Negotiation and representation with senior level representatives including stakeholders, partners, and wider CSI community.

Travel: Approx. Travel to the project areas as required.

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www.centerforsocialintegrity.org

info@csi-global.org



Collaboration with: CVA Team, MEAL Team, Finance Team, Logistics Team, External Partners, Consultants/Trainers, Field Volunteers.

Job Purpose

The Project Manager will lead the implementation and oversight of multi-purpose cash assistance (MPCA), WASH and healthcare-related interventions (including mobile clinics and community-based awareness) in targeted townships of Sagaing and Mandalay regions. The role includes managing the project cycle, overseeing field-level implementation, ensuring quality assurance, and promoting collaboration among internal teams and partners. The Project Manager will also ensure effective mainstreaming of protection, GBV prevention, accountability, and gender equality throughout the project.

Duties and Responsibilities

Project implementation and management

- Lead project activities as outlined in the proposal under the guidance of the FC/ND.
- Ensure systematic planning, execution, and tracking of project milestones using CSI's project management tools.
- Prepare and regularly update the project workplan, ensuring clear roles and understanding within the team.
- Supervise the SPO/PO and mentor the broader project team to ensure accountability and progress.
- Coordinate closely with partner organizations (if applicable) to align workstreams and share implementation responsibilities.
- Ensure MPCA distributions are planned and executed on time, based on verified beneficiary lists.

Reporting and coordination

- Collaborate with CVA and MEAL teams for regular progress reporting (weekly, monthly, quarterly, 5W), ensuring timely submission and data accuracy.
- Serve as focal point for communication between field teams, partners, consultants, and internal departments.
- Lead documentation of success stories, challenges, and lessons learned for internal and external dissemination.

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- Support the coaching and professional development of Project Officers through mentoring, feedback, and leadership exposure.

Capacity building and compliance

- Facilitate and/or organize training sessions on CVA, GBV, PSEA, humanitarian principles, and GESI.
- Ensure compliance with CSI's SOPs on CVA, protection, safeguarding, and partner engagement.
- Draft ToRs for trainers and consultants, supervise their selection, and monitor deliverables.

Beneficiary management and security

- Oversee verification of beneficiary lists and ensure proper data protection and secure storage.
- Coordinate with field teams to ensure safety and dignity of participants during cash distributions.
- Ensure a CSI representative or designated third party is present during cash transfers to uphold transparency and beneficiary communication.
- Develop community risk maps and lead emergency response planning.

Data management and MEAL

- Work with MEAL team to roll out data collection tools and ensure data quality from field activities.
- Establish a strong reporting pipeline for post-distribution monitoring (PDM), targeting both process and impact levels.
- Lead PDM planning and execution together with MEAL teams.
- Ensure findings from PDM and field feedback are reflected in project decisions and adaptive planning.

Community feedback and accountability

- Set up and manage community feedback mechanisms (CFM/CRM) ensuring confidentiality, accessibility, and follow-up.
- Analyze feedback trends and incorporate insights into project improvement.
- Lead community meetings and awareness campaigns, sharing key project messages and gathering inputs from participants.

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Financial management

- Monitor the project budget in coordination with Finance, ensuring compliance with donor and CSI policies.
- Oversee timely procurement processes (PRs, cash advances, and clearance).
- Review and approve financial reports submitted by partners, flagging issues where necessary.

Safeguarding, protection, and risk mitigation

- Ensure full compliance with PSEA policies, including incident reporting and survivor-centered responses.
- Proactively identify implementation risks (security, operational, reputational) and propose mitigation plans.
- Ensure project design and inclusion, conflict sensitivity, GBV/protection mainstreaming, do no harm, and accountability to affected populations (AAP).
- Coordinate the delivery of Psychological First Aid (PFA), trauma healing sessions, and referral to MHPSS services for affected community members.

Qualifications, Experience and Skills

- Proven experience managing humanitarian projects with a focus on MPCA, protection, and mobile healthcare delivery.
- Strong leadership, planning, and coordination skills, with experience supervising field staff and partner CSOs.
- Demonstrated ability to manage multi-stakeholder coordination, compliance, and reporting.
- Experience working in conflict-affected areas, preferably in Sagaing and Mandalay regions.
- Advanced knowledge of MEAL frameworks, data collection tools, and post-distribution assessments.
- Familiarity with core humanitarian standards and safeguarding frameworks, including GBV, PSEA.

Desirable Qualifications:

- Strong interpersonal skills
- Excellent organizational skills, ability to work under pressure, strong intellectual curiosity and attention to details.

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Direct reports

List by job title any positions to be supervised by the incumbent.

CSI will offer the successful applicant.

- Competitive Salary package depending on the experience and skills.
- Phone Top up cards.
- Staff Insurance will be provided.

Child Safeguarding Statement

CSI is committed to ensuring that wherever we work in the world, there is no tolerance for the abuse of power, privilege, or trust reinforces a culture of zero tolerance towards any form of inappropriate behavior, abuse, harassment, or exploitation of any kind. The safeguarding of our affected population, staff, volunteers, and anyone working on our behalf is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Code of Conduct. We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

CSI is an equal opportunity, disability-confident employer, and committed to achieving the highest standards of fairness, diversity, inclusion, and equality.

Center for Social Integrity has a zero tolerance to 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, that enshrines principles of PSEA, always (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 in accordance with this clause.

How to Apply:

Please email your cover letter and curriculum vitae mentioning the position to which you are applying in the subject line mentioned as "Project Manager_ Mandalay" to jobs@csi-global.org

Application Deadline: No later than 5:30 P.M, 7th July 2025 (Monday).

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We encourage early submissions, as the position may close earlier upon the identification of a suitable candidate.

We thank all applicants for their interest, however only shortlisted candidates will be contacted for an interview.

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