Position Title: Project Manager

Reports to: Project Focal Point
Location: Northern Shan, Myanmar
Type of Contract: Fixed Employment Contract

About ADRA:
ADRA is the global humanitarian arm of the Seventh-day Adventist Church – part of the 20 million strong Adventist community, with hundreds of thousands of churches globally and the world’s largest integrated healthcare and education network. ADRA delivers relief and development assistance to individuals in more than 118 countries – regardless of their ethnicity, political affiliation, gender, or religious association. By partnering with local communities, organizations, and governments, ADRA is able to deliver culturally relevant programs and build local capacity for sustainable change. ADRA Myanmar is an ‘implementing office’ within the ADRA network and a registered and recognized NGO in Myanmar. Established in 1984, ADRA Myanmar is one of the oldest country offices in ADRA providing development and relief assistance opportunities throughout the country. ADRA Myanmar operates under 4 key sectors that cater to Education, Livelihoods, Health, and Humanitarian Response.

Main Responsibilities:
General Duties
- Uphold the purpose, motto, values, and principles of ADRA Myanmar.
- To adhere to the rules and regulations, procedures and policies of ADRA Myanmar and its donors.
- To work closely with project focal point and other support staff to achieve project outcomes
- To coordinate on activity implementation through local partner organization
- To manage the project team and lead the team toward project targets.

Project Management
- Ensure high quality and timely technical supervision of project implementation.
- Provide reports to the direct supervisor regarding the project implementation on a regular basis.
- Support the staff and partner with detailed implementation, procurement plans, and budget management plans and timely implementation.
- Lead with the timely development of various required project reporting – internal, donor reporting requirements, etc.
- Support processes for program documentation and reporting in collaboration with the MEAL unit and partner organization.
- Identify the necessary changes in the strategy and design of the project for improvement.
- Organize PROCOM meetings on regular basis
- Coordinate with Partner organizations if any for ensuring project compliance and implementation quality.
- Identify best practices and lessons learned for publishing to the ADRA network, donors, and local government.
- Ensure that the major project decisions and commitments are approved by the organization’s Administration Committee (ADCOM).
- Uphold ADRA and donor policies ensuring full compliance.

**Human Resources:**
- Supervise all project field-based staff including ensuring full understanding of their roles and responsibilities.
- Mentor and assist project team members throughout the project cycle to use effective systems in selection and validation of beneficiaries, development of detailed implementation plans, fulfilling MEAL requirements, financial requirements, logistics management, coordination and problem solving.
- Monitor the working environment and conditions and create and maintain positive working environment/conditions and build unity, team-work and mutual respect.
- Affirm and support program staff through personal and professional growth.
- Assist HR department of country office on HR issues in a constructive and confidential manner.

**Financial Management and Logistics:**
- Responsible for ensuring that project expenditure matches planned expenditure.
- Work with the field teams on cash forecasts and requests and ensure compliance and budget control.
- Support budget revisions and projections on the budgets in consultation with the finance team.
- To assist with procurement planning and ensure that material acquisition is in accordance with rules and regulations of ADRA Myanmar.
- Supervision and monitoring of all project expenses and ensured full compliance to ADRA financial policies.
- Control and management of the project budget

**Qualifications and Experience**
- Degree in a related field eg, Social Science, Water, Sanitation and Hygiene (WASH), Public Health, Humanitarian Studies, Development Studies.
- At least 3 years of working experience in the I/NGO sector, leading development and/or humanitarian response projects related to food security, water, sanitation and hygiene, and emergency response.
- Have prior experience in management (people, budget and partnership) roles.
- Experience in conflict settings and ability to work in a conflict-sensitive manner.
- Competence in written and spoken English is essential.
- Are able to travel to areas/villages of Northern Shan State.
• Excellent interpersonal, analytical, problem solving and organizational skills
• Ability to work with a minimal degree of supervision through demonstrating accountability, trustworthiness, and strong commitment.

This position is a contract position (renewable based on funding and performance). Remuneration is as per ADRA Myanmar’s approved wage scale. Interested candidates are requested to submit their applications before the 20th March 2024 to: HR Recruitment Team recruitment@adramyanmar.org

The applications should include the following documents:
• Cover letter explaining the suitability and expertise for the position.
• Resume / CV
• References with contact details from previous/current employment (minimum of 3).
• Copies of academic degrees/diplomas and other professional certificates.

Applications will be reviewed on a rolling basis, and ADRA reserves the right to stop the application process once a suitable candidate has been identified. Only shortlisted candidates will be contacted.

At ADRA, we are committed to the safeguarding and protection of the communities, staff and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with ADRA are recruited. This post is subject to a range of vetting checks.