



CRS Myanmar Job Announcement
Project Manager I – Based in Hakha, Chin State

Job Title: Project Manager – Nutrition and Livelihoods	Reports to: Head of Programming
Department: Programming	Salary Grade: 9

**This position is contingent on receipt of donor funding*

About CRS

CRS is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS’ relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:

As the Project Manager – Nutrition and Livelihoods in CRS Myanmar, you will work closely with the CRS Country Manager, Head of Programming, Technical Advisors, and local partner staff to lead the implementation of a three-year nutrition-sensitive project, anticipated to be funded by the Livelihoods and Food Security Fund (LIFT) and aimed to strengthen the food security and livelihoods of poor and vulnerable groups to recover from and withstand variable shocks and stressors. You will manage, coordinate, and monitor project activities and relationships with partners and other project stakeholders to assist the achievement of project objectives advancing CRS’s work serving the poor and vulnerable in Myanmar. Your project management skills and knowledge of the program area will ensure that the country program delivers high-quality programming and continuously works towards improving the impact of this project.

Roles and Key Responsibilities:

- Lead technical, budget management, monitoring and reporting activities through most of the project cycle - start-up, implementation and close-out - in line with CRS program quality principles and standards, donor requirements, and good practices.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities following MEAL Policy. Proactively identify issues, report them to inform adjustments to plans and implementation schedules.
- Engage and strengthen partnerships relevant to the CRS Myanmar project portfolio, applying appropriate application of partnership concepts, tools and approaches. Maintain excellent, productive relationships with national KMSS staff and diocesan KMSS partners.
- Represent CRS and its projects with donors, INGO working groups, UN, sectoral working groups, relevant local partners, and relevant local community actors to keep abreast of changing needs and opportunities, to develop synergies, and identify opportunities for collaboration and project improvement.
- Coordinate activities required for ensuring the financial, material and human resources for the quality implementation of the project. Collaborate on periodic budget reviews and follow-up with partners on timely submission of financial reports to facilitate proper tracking of resource use.

- Identify staff capacity needs and technical assistance needs of partner organizations and contribute to capacity strengthening and required interventions to support quality project implementation.
- Assist with preparation of trends analysis reports and disseminate results. Review project documentation to ensure project file is complete with all required documentation and is filed per agency and donor requirements.
- Prepare reports, success stories, and presentations required for the project.

Basic Qualifications

- Bachelor's Degree required. Master's degree in international relations or relevant post-graduate education would be a plus.
- Minimum of 5 years of work experience in project management, ideally with demonstrated increasing responsibilities and for an NGO.
- Additional experience may substitute for some education.

Required Languages - Fluency in English and Myanmar language is required. Fluency in Chin language will be a plus.

Travel - Based in Hakha, Chin State, Myanmar. Must be willing and able to travel up to 30% in country depending on security restraints.

Knowledge, Skills and Abilities

- Strong critical thinking and creative problem-solving skills with ability to make sound judgment.
- Strong relationship management skills and the ability to work effectively with culturally diverse groups and local stakeholders. Representation abilities.
- Strong written and verbal communication skills with ability to write reports.
- Proactive, results-oriented, and service-oriented.
- Attention to details, accuracy, and timeliness in executing assigned responsibilities.

Preferred Qualifications

- Relevant grant management experience, especially with LIFT and UNOPS, strongly preferred.
- Staff supervision experience strongly preferred.
- Experience working with local NGO partners strongly preferred.
- Experience working with stakeholders at various levels and strengthening community partnerships.
- Experience analyzing data and contributing to evaluation reports and reviewing MEAL data and reports.
- Ability to contribute to project design and the development of technical proposals, a plus.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Agency REDI Competencies (for all CRS Staff):

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- **Personal Accountability** – Consistently takes responsibility for one's own actions.
- **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- **Builds and Maintains Trust** - Shows consistency between words and actions.
- **Collaborates with Others** – Works effectively in intercultural and diverse teams.

- **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

Agency Leadership Competencies:

- **Lead Change** – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhances team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

Supervisory Responsibilities: One MEAL Officer

Key Working Relationships:

Internal: Head of Programming, Country Manager, Nutrition Technical Advisor, Regional Technical Advisor for Livelihoods, MEAL Officers, Finance and Admin Team

External: Karuna Mission Social Solidarity (KMSS, the local partner) MEAL and Programming staff, KMSS Leadership, donor representatives, community leaders, peer agencies and UN representatives, relevant cluster and working group leads and participants

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer

Interested candidate should submit their CV and cover letter **on or before May 20, 2024.**

To CRS recruitment email: mm.recruitment@crs.org

By applying to this job, the applicant understands and acknowledges that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, the applicant understands that if s/he is a successful candidate, s/he will be subject to a comprehensive background check, and their personal/professional references will be asked to evaluate their behaviors related to the above safeguarding-related topics.