CARE is an international development and humanitarian aid organization fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organization, CARE works with communities to help overcome poverty by supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE International in Myanmar’s program focuses on Crisis Response, The Right to Food, Water and nutrition, right to health and Gender Equality (GBV, Women’s Voice and Leadership and Education).

CARE International in Myanmar is looking for a suitable candidate for the following position:

**Project Officer - Women’s Voice and Leadership (1) Position National**

**Basic Salary + 13th Month Pay Benefit + Other Benefits**

**Grade:** C  
**Duty station:** Keng Tung & Tachileik  
**Supervisor:** Senior Project Officer - Women’s Voice and Leadership

**Purpose of the Role**

The Project Officer – Women’s Voice and Leadership (PO -WVL) is responsible for the day-to-day delivery of projects and monitoring of project activities in Shan State focusing on Women’s Voice and Leadership component supporting Senior Project Officer – WVL when delivering the technical trainings and working in collaboration with the local implementing partners and key stakeholders to meet the projects’ results.

This position is required to travel to communities frequently and overnight stays may be required.

**MAIN RESPONSIBILITIES**

**PROJECT PLANNING AND IMPLEMENTATION**

- Assist the Senior Project Officer to develop monthly work plans, budget and direct implementation of respective project activities at the field level;
- Assist with the development, refinement, and compilation of technical training materials;
- Ensure the mobilization of community from project target locations and logistics support for training and workshops;
- Produce reports on each training or meeting, including training participants and their attendance, costs, training contents, training objectives;
• Collaborate with local partners for the smooth co-implementation of project activities by ensuring quality of deliverables; and
• Proactively engage with stakeholders to ensure the smooth implementation of project activities.

MONITORING AND EVALUATION (M&E)
• Conduct project monitoring during field visits and ensure timely submission of field reports to the WVL Senior Project Officer;
• Participate in data collection for project evaluations, research and case studies;
• Participate in regular reflection workshops;
• Liaise with and regularly debrief with partners and communities to ensure quality trainings and processes are implemented according to deliverables; and
• Document project activities, processes and assist in the preparation of monthly reports.

PARTNERSHIPS AND NETWORKING
• Ensure a ‘partner-led’ approach is applied in project implementation understanding CARE’s Partnership Standards. Support the selection of local partners at field level for new projects or new phase of the projects; and
• Provide clear explanations of the project and CARE’s work in Myanmar to partners, communities, and other stakeholders to build positive working relationships.

COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:
• To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meeting, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;
• Engage in emergency preparedness, assist in any emergency response as required;
• Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures;
• Demonstrate an ongoing commitment to Gender Equality, Diversity, Child Protection and Protection from Sexual harassment, Exploitation and Abuse;
• Comply with CARE Myanmar’s financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct; and
• Work with mutual response and a capacity strengthening focus towards CSO and partners skills and leadership through mentoring and on-the-job training.

EXPERIENCE AND QUALIFICATIONS:
• Minimum technical diploma and/or vocational training in a related field and/or Minimum 2 years relevant work experience;
• Good experience of monitoring and evaluation of women voice and leadership and violence against women activities;
• Proven experience in writing good reports and maintaining accurate records;
• Demonstrated strong personal commitment to the goal of women’s empowerment;
• A willingness to learn about CARE, gender equality and women’s empowerment activities;
• Demonstrated skills in participatory techniques, good interpersonal skills, planning, training and facilitation skills;
• Minimum good oral and written communication skills in both Myanmar and/or local language and basic English language skills;
• Minimum good understanding of desktop-based programs, including word processing, spreadsheets, and databased software; and
• A willingness to work within a multidisciplinary team and experience in collaborative approaches to work.

To apply for this rewarding position please send a cover letter stating against the selection criteria maximum 2 sentences for each selection criteria, along with a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager to the address below not later than 18th March 2024. Only successful candidates will be contacted for an interview.

Human Resources Department
CARE International in Myanmar
No. 3, Mya Sabai Street, Parami Yeikthar,
Yankin Township, Yangon, Myanmar.
Email: MMR.Jobs@care.org

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

CARE is committed to Child Protection and Protection from Sexual Harassment, Exploitation and Abuse, applicants are advised that appointment will be subject to appropriate background checks and screening.

Note:
➢ Application will not be successful if applied position is not mentioned correctly.
➢ For internal candidates: Applicants should inform the respective line managers at the time of application.