

Lin Latt Women Vacancy Announcement

Lin Latt Women Organization is a dynamic and dedicated Civil Society Organization committed to making a positive impact on the lives of vulnerable communities in Northern Shan State, Myanmar. We are currently seeking a motivated and skilled Program Manager to join our team and play a key role in implementing our projects.

Project Title	Project Coordinator
Organization	Lin Latt Women
Report To	Director
Location	Lashio, Northern Shan State
Type of Contract	extension may be possible based on the performance
Application Deadline	2 May 2024

Duties and Responsibilities

- Plan, execute, and oversee project activities, ensuring they align with the organization's mission and objectives.
- Develop detailed project plans, budgets, and timelines, and monitor progress to ensure on-time and on-budget delivery.
- Collaborate with internal teams and external partners to coordinate project resources and activities effectively.
- Conduct regular field visits to project sites to assess progress, address challenges, and gather data for reporting.
- Prepare and submit project reports, including financial reports; collaborate with the Finance Officer, to donors and stakeholders.
- Manage and mentor project staff, providing guidance and support for their professional development.
- Support Program Manager to develop project proposals, budgets and narrative reports.
- Foster positive relationships with communities, beneficiaries, and partners to ensure project success.
- Identify potential risks to project implementation and develop risk mitigation strategies to minimize disruptions and ensure the safety and security of project beneficiaries and staff.
- Develop project budgets, oversee expenditure, and ensure efficient utilization of resources to achieve project objectives.

- Stay informed about relevant trends, policies, and best practices in the field and incorporates them into project design and implementation.

Requirements and Qualifications

- Bachelor's degree in a relevant field; or Proven experience in project management and coordination, preferably in the CSO/NGO sector.
- At least 2 years of experience in WASH, Food Security, and Protection sector.
- Strong Knowledge of local context.
- Strong organizational and multitasking skills with attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in project management tools and Microsoft Office Suite.
- Knowledge of donor regulations and reporting requirements.
- Fluency in English and Burmese; knowledge of local languages is a plus.
- Commitment to the organization's values and missions.

How to Apply

Interested candidates should submit the following documents to htangrand@gmail.com and CC: hr.linlattwomen@gmail.com and programcoordinatorllw@gmail.com **no later than 2st May 2024, 5:00pm (Myanmar Time)**

1. A **cover letter** outlining their qualifications and motivation for applying.
2. A detailed **resume/CV**.
3. Contact information for at least three references.

Please include "**Project Coordinator Application**" in the email subject line.

Lin Latt Women Organization thanks all applicants for their interest but regrets that only shortlisted candidates will be contacted.