



Job Vacancy Announcement (07/ 2024)

Position Title	:	Project Manager (Education)
Number of Position	:	(1) post
Report to	:	Program Manager
Location	:	Sittwe/Yangon
Duration	:	12-Months
Closing Date	:	30 th May 2024

Brief background of the TCDI

TCDI is a community peace and development organization dedicated to fostering and promoting community peace practices, community-led solutions, advocacy, and community resilience in order to create a peaceful and holistically developing society. It was established on May 7, 2011 under the name Human for Peace Social Services-HP.

In June 2013, HP had initiated Conflict Transformation Programmes in Arakan state by Establishing Public Centre-PC (Peace Infrastructure I4P) in Minbra and Mrauk Oo townships to promote peace education, tolerance, mutual understanding, and trust building among diverse ethnic groups.

HP has been engaged in a broad location and working for a holistic approach in Arakan state. Due to the name HP's difficulty in interacting with larger Arakanese communities, we changed the name of the organization to Thazin Community Development Initiative in 2014.

TCDI has developed a new strategy from 2023-2030 with focus on "**Strengthening prosperity and peace in Arakan state**" through the five pillars outlined below.

- 1) Community peacebuilding pillar
- 2) Educational Development services pillar
- 3) Livelihood and skills development pillar
- 4) Localization and CSOs development pillar
- 5) Humanitarian assistance and rehabilitation pillar

Purpose

Project Manager (Education) is responsible for managing, mentoring or coaching on Providing high quality education for high school level students (Grade 10, 11 and 12) from hard-to-reach area of Arakan state” in order to achieve the expected outputs and results, and for driving to meet TCDI’s vision, mission, value and qualities of his/her project implementation.

Main Responsibilities

1) Project Management

- Responsible for project management of “Providing high quality education for high school level students (Grade 10, 11 and 12) from hard-to-reach area of Arakan state”.
- Responsible for managing the project in order to achieve project goals, objectives, log frame and under the approved budget.
- Responsible for quality and holistic curriculum development process for high school level students from Arakan state.
- Responsible for effective and resilient management practice and governance including: educational management and school management, financial management system installation and sustainable strategy development for selected Community-contributed schools in Arakan State.
- Responsible for teacher capacity strengthening for selected teachers who are teach in Grade 10, 11 and 12 from selected Community-contributed school of Arakan state.
- Responsible to initiate and strengthen Community-contributed school cluster in Arakan State.
- Handle regular reporting, seek approval and permission for project activities and travel, and ensure positive working relations with the governments at all times.
- Act as a key liaison between partners and international agencies working in Arakan state, stakeholders and target communities.
- Prepare monthly and weekly detailed project implementation plan.
- Ensure project related data is collected regularly and timely for reporting.
- Responsible for regular reporting, obtaining approval and permission for project activities and travel, and maintaining positive working relationships with key stakeholders at all times.
- Provide technical support, advice, instruction, and decision-making to project team in the field for better project implementation.
- Develop and distribute relevant IEC for trainings and reference or for the project.
- Conduct regular monitoring and evaluation of the project.

2) Financial Management

- Control and instruct the budget expense in order to meet approved budget and expenses.
- Check and approve the financial request and monthly budget expenses by project staff.
- Ensure that there is no misuse of funds in projects implementation
- Report to Program Manager by regularly checking budget and budget deficit together with Finance Unit.

3) Human Resource Management

- Support performance and management of project staff include Project staff.
- Collaborate in the project staff recruitment process as needed.
- Manage in implementation to meet the organization's values, principles, and ethics.
- Manage staff's capacities development.

4) Coordination/ Networking

- Develop donor relations, partnership relations, and key stakeholder engagement.
- Coordinate and network with local authorities, emerging leaders, key stakeholders, participants, and other working partners in Arakan State.
- Build the relationship with local authorizes and Arakanese influential person.
- Communicate and collaborate with relevant resource persons.
- Lead sensitive dialogue, and stakeholders' engagement.

Required Qualifications

- A minimum of a Bachelor Degree in education related field, diploma or degree in project circle management, Master's degree in educational management or public policy.
- Minimum 2 years of experience in leading and managing educational development services project.
- Minimum 3 years of experience in project circle management.
- Proficient in English Language with four skills.
- Excellent Computer skills (Microsoft Word, Excel, PowerPoint, Internet, Email, etc).
- Must be understood on Arakan state context, must be engage in key to stake holders of Arakan state.

Personal Qualifications

- Flexibility – the ability to work with multi-disciplinary and multi-cultural people, open-minded, ability to listen, diplomacy.
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Proficient time management and planning capacity
- Proficient coordination and reporting skills, with the ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities.
- Respect and regard their relative organizations & partner organizations.
- Follow the HR rules and regulations with the direct supervision of TCDI.
- Motivate and Flexible to learn new things.

Submission of Application

All qualified candidates are welcome to submit their application to ["hr.coordinator@tcdi.org.mm"](mailto:hr.coordinator@tcdi.org.mm) including a letter of interest, complete Curriculum Vitae with TWO References. Kindly indicate the post title in the subject line when applying by email.

Only the short-listed candidates will be contacted during the selection process.

The deadline for submission of applications is **30th May 2024.**