

## ABOUT US

CARE is an international development and humanitarian aid organisation 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 organisation, 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 programs focus on four key impact areas: Crisis Response; Food Water and Nutrition, Health and Gender Equality (GBV, women voice and leadership and adolescent girls). All the work we do is based on a Theory of Change addressing Gender Inequality, locally led solutions and being globally connected.

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

## Senior Project Officer- Women's Voice and Leadership National Only

Basic Salary + 13<sup>th</sup> Month Pay Benefit + Other Benefits

<b>Grade:</b>	D
<b>Duty station:</b>	Keng Tung & Tachileik
<b>Supervisor:</b>	Field Office Coordinator
<b>Number of Post:</b>	1
<b>Contract Type:</b>	Fixed Term
<b>Application Deadline:</b>	5 <sup>th</sup> May 2024

**Remark:** The applications will be considered on a rolling basis and may be filled during the advertising period.

## PURPOSE OF THE ROLE

The Senior Project Officer – Women's Voice and Leadership (SPO - WV) is responsible for the day-to-day delivery of projects in Shan State focusing on Women's Voice and Leadership component by ensuring technical trainings and support are provided for the local implementing partners (women lead groups) and key stakeholders to meet the projects' results. This position will contribute to the development and implementation of CARE's Women's Voice and Leadership Strategy, Gender Equality and Women Voice Framework and Program Strategy. This position will have to cover project locations in Shan State and require traveling to communities frequently and overnight stays may be required.

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## MAIN RESPONSIBILITIES

### PROJECT PLANNING AND IMPLEMENTATION

- Together with the Field Coordinator, prepare the projects' work plan, monitoring plan and budget for field office and work together with the local implementing partner for effective implementation of project; and

- Ensure ongoing support to the local implementing partners for quality implementation, monitoring, reporting and budget usage in line with the projects' requirements.

### **TECHNICAL ASSURANCE AND SUPPORT**

- Act as a technical focal person on Women's Voice and Leadership and Violence against Women at field level, she/he/they needs to ensure the technical concepts are well understood by the CARE, local implementing partners and relevant stakeholders to deliver the projects' as high technical quality and in line with international standards;
- With technical backstopping from Technical Advisors, lead the technical trainings at field level for local implementing partners and other relevant stakeholders;
- Support the local implementing partners to deliver the training with community members;
- Develop, adapt and modify the training materials for local partners and community in line with the local context;
- Produce reports on each training or meeting, including technical analysis and interpretation;
- Take lead in identification of community-based women leaders or women groups (in targeted areas) who will be actively engaging and contributing to the successful as well as meaningful implementation of project's activities;
- Provide conceptualized context to Field Office Coordinator and Technical Advisors in designing project activities in bringing engagement of men and boys on specific gender issues, women's increased participation and decision-making related to violence against women in humanitarian setting in the proactive and sensitive manner;
- Represent CARE in the field office and other Women's Voice and Leadership related coordination meetings to strengthen the coordination, technical support for other actors; and
- Engage with other key stakeholders in the region to facilitate learning, sharing and exchange purposes.

### **MONITORING AND EVALUATION (M&E)**

- Develop the monitoring plan and conduct the field visits accordingly and ensure timely submission of field monitoring reports to the supervisors;
- With the technical support of monitoring and evaluation team from Country Office, he/she will monitor and support the local implementing partners for development of projects' data collection forms, database, data entry, report writing, success stories collection and submission of reports in timely manner;
- Ensure the data collection and monitoring procedures follow the ethical and safety standards;
- Participate in project or program level data collection, review meetings, evaluations, research and case studies;
- Ensure the documentation of projects' learnings, innovations and emerging models; and
- Assist in the preparation of donor reports and presentations.

### **PARTNERSHIPS, NETWORKING AND REPRESENTATION**

- Ensure a 'partner-led' approach is applied in project implementation having understanding of CARE's Partnership Standards. Support the selection of partners at field level for new projects or new phase of the projects;

- Coordinate team activities with local partners to ensure that roles within the team are clear and understood;
- Provide clear explanations of CARE Myanmar's program strategy, GBV strategy and CARE's work in Myanmar to local partners and external stakeholders; and
- Develop and maintain effective relationships with relevant stakeholders, women's networks/organizations, the United Nations (UN) and other agencies at field levels by representing CARE at relevant forums, workshops/meetings.

### **COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:**

- To proactively manage in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, 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 bachelor's degree in social or gender or community development studies or other related fields and/or minimum technical diploma and/or 3 years relevant work experience in the Gender, Gender-Based Violence and women empowerment thematic area of work preferably with an International Non-Government Organization (INGO);
- Proven experience in managing projects preferably Gender and Gender-Based Violence focus projects including strong experience working with local implementing partners;
- Proven skills and experience in facilitating training and capacity-building, including an understanding of adult learning principles and participatory methodologies;
- Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of detailed transactions;
- Demonstrated good leadership, interpersonal, training and facilitation skills, sound judgment, planning, decision making and problem solving;
- Demonstrated organisational and time management skills, working in a team and the ability to work under pressure and to organise and manage workload to meet deadlines;
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
- A willingness to learn about CARE, gender equality and women's empowerment activities;
- Minimum good oral communication and writing in both Myanmar and English language, and

- Fully conversant in desktop-based programs, including word processing packages and power point.

## HOW TO APPLY

To apply for this rewarding position please send the following information and documents to the address below.

- a cover letter stating against the selection criteria maximum 2 sentences for each selection criteria.
- a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager.
- your expected salary and current salary details (\*optional) mentioned in your application.

The subject of the application should include “**Position Title and Duty Station**”. 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](mailto:MMR.Jobs@care.org)

## OUR COMMITMENT TO INCLUSIVE WORKFORCE

CARE Myanmar is an equal opportunity employer committed to a diverse workforce. All qualified applicants are encouraged to apply, including women, LGBTQI+ individuals, people with disabilities, members of ethnic minorities and members of other marginalized groups.

## OUR VALUES AND COMMITMENT TO SAFEGUARDING

CARE Myanmar is committed to protecting the rights of children. CARE Myanmar reserves the right to conduct screening procedures to ensure a child safe environment. CARE Myanmar participates in the Steering Committee for Humanitarian Response's Misconduct Disclosure Scheme. CARE Myanmar reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer. All offers of employment will be subject to appropriate screening checks. By submitting the application, the job applicant confirms that s/he has no objection to CARE Myanmar requesting the information specified above.

CARE places human dignity at the centre of its relief and development work. At the heart of CARE's efforts to impact poverty and social justice is its engagement with marginalized communities, and vulnerable adults and children. Vulnerable adults and children are particularly at risk of sexual exploitation and abuse. CARE commits to the protection from sexual harassment, exploitation and abuse (PSHEA) of vulnerable adults, involving CARE Employees and Related Personnel. CARE has a zero tolerance towards sexual exploitation and abuse and child abuse. CARE takes seriously all concerns and complaints about sexual exploitation and abuse and child abuse involving CARE Employees and Related Personnel.