### Vacancy Announcement

**Job Title**: Project Manager  
**No. of Vacancy**: 1 Post  
**Date of Announcement**: 4th March 2024  
**Closing date of Application**: 14th March 2024  
**Duration of initial contract**: 1 year  
( Including 3 months probation & with possible extension )  
**Report to**: Programme Coordinator  
**Duty Station**: Yangon Head Office

The Substance Abuse Research Association (SARA), a registered local NGO in Myanmar and was founded in June, 1999 with the following Mission and Objectives.

**Mission statement**: Substance Abuse Research Association’s (SARA) mission is to conduct research related to drug abuse and incorporate the findings into national drug policy, programs and services.

**Objectives of Substance Abuse Research Association**

1. To conduct research related to drug abuse and to incorporate the findings into National Drug Policy and conduct yearly evidence-based drug abuse programs.
2. To enhance the recovery of people who use drugs and to enable them to return into mainstream Myanmar society through conducting evidence-based quality services, and to reduce the burden of drug use on the community.
3. To work in close collaboration with relevant Government Departments and Organizations so that drug use prevention and treatment services become more effective.
4. To ensure sustainability of drug use services with the aim of continuous services.

The Substance Abuse Research Association (SARA) is looking for highly motivated and dedicated individuals who are eager to work together with SARA members in her fight to reduce harms associated with drug use. SARA is currently implementing harm reduction and drug use prevention projects in Kachin State and Sagaing Region.
Duties and Responsibilities

Project Management

- Monitor the achievements against Project targets of Global Fund project to ensure that they are going as planned and to identify weak performance areas and work out solutions to improve performance.
- Monitor the functioning of M&E systems which the M&E Officer is running and make sure data collection, entry and production of reports are conducted in line with the M&E requirements of each donor agency.
- Supervise the International and Local Procurement and Supply Chain Management systems which the Logistics Officer is running and ensuring that ordering, reception, distribution, monitoring and reporting systems are in order.
- Support the Human Resources issues of project and provide guidance to the Admin & Human Resources Officer so that Human Resource issues are handled according to the HR guidelines laid down by SARA.
- Conduct Monitoring visits to the field sites of site to ensure that Programmatic, Financial, Supply Chain guidelines etc., are being followed properly by the field staffs of Global Fund project.
- Work in close collaboration with Implementing Partners and Funding Agencies.
- Draft the programmatic donor reports and collect the financial and other reports ensuring that they have been prepared correctly and submitted them to the Programme Coordinator in a timely manner.
- Coordinate and collaborate with the finance section and project officers to approve the budget projected monthly from field offices and Yangon head office and timely disburse them to the field offices.
- Monitor the cash flow and collaborate with the Finance section for financial management of the projects according to the Global Fund Financial Guidelines.
- Supervise the procurement activities of the project which is conducted by the Logistics Officer to ensure that the procurement system of medical supplies and harm reduction supplies are in order.
- Report and perform his/her duties under the instructions and guidelines of Programme Coordinator/Technical Director.
- Take administrative tasks and other duties assigned by the Technical Director and SARA Executive Committee such as regular participation and chairing in SMT meetings.
Financial Management

- Assist Programme Coordinator related to budgeting for Proposal development in coordination with program team such as Project Officer and Harm Reduction Officers, etc.
- Responsible for timely submission of accurate and reliable Financial Reports to EC and Donors.
- Responsible for communication/ representation to stakeholders and Auditors including Donors under supervision/ guidance of Programme Coordinator, Technical Director and Executive Committee.
- Manage effective utilization as well as fund flow to implement the project activities smoothly.
- Drawing costed-workplan, cash projections, report reviews, budget review and amendments in collaboration with the project team for timely actions.
- Actively take part in the Organizational Development activities.

Skills and Requirements

- Must have M.B.,B.S degree and appropriate license to practice.
- Master’s degree in public health or related field is preferable.
- Minimum 3 years’ experience in the field of public health especially HIV, AIDS.
- Working experience in the INGOs, NGOs and CBOs.
- Formally Global Fund’s project experience is preferable.
- Skills in proposal development, monitoring & evaluation and preparation of reports.
- Experience and knowledge of effective financial and budgeting controls for funds.
- Good English communication skills, both written and verbal.
- Project Management and Administration skills is a must.
- Good communication and interpersonal skills, and able to work under pressure.

Working Condition

Working Days: Monday to Friday, 8:30 AM to 4:30 PM.

Travel

The Project Manager is expected to travel to Project Sites and other townships as and when required. The duration of travel will vary from 3 to 10 days in general.
To Apply

The application should be submitted to Human Resources Department by post office or email to the below address:-

**Yangon Project Office**
No. 131/132, Room No – 301, Gandamar Residence, Gandamar Road, 8 Ward, Mayangone Township, Yangon.
Office Phone: 09 252189338, 09 250971469
Email: To - sara.hro.ygn@gmail.com

**Additional Considerations:**
- Please note that the closing time is 4:00 PM (Myanmar Standard Time).
- Earlier application is encouraged to every interested person. Position will be filled up soon after receiving the potential application.
- The existing staff of SARA is encouraged to apply.
- Qualified female candidates are strongly encouraged to apply.
- Only short-listed applicants will be informed of the date of Selection Interview.

Please do not send electronic scans of degrees, diplomas, certificates and the application must contain a phone number, email address, recent passport size photo and a statement of expected salary and two Referees: preferably, one from the current/ last worked organization and one from an individual who can attest to the applicant's technical expertise.

SARA is Equal opportunity employer for all applicants, and complies with applicable laws relating to employment practices.
SARA considers on the basis of merit without regard to age, sex (including gender identity or expression), sexual orientation, marital status, religion, race, color, national origin, disability or any other protected characteristics.