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Karen Return & Reestablishment Committee (KRRC)
ကရၢၣ် ပြန်လည်ဝင်ရောက်ရေးနှင့် ပြန်လည်ထူထောင်ရေး ကော်မတီ
Executive Office: Ward No. 5, Kauk Kyait Village, Moulmein-Pa-an
Highway, Pa-an, Karen State E-mail. edkrrc44@gmail.com

VACANCY ANNOUNCEMENT FOR PROJECT MANAGER

The Karen Return and Reestablishment Committee (KRRC) is looking for a qualified Project Manager.

Position: : Project Manager
Post: : 1 post
Reports Directly to: : Health Unit Manager and Executive Director (KRRC)
Location: : Karen State

Project Manager

JOB PURPOSE:

Project Manager plays a leading role for all EPI related activities in KRRC, and is responsible for planning, implementation, monitoring and evaluation of EPI project activities. She/he is also responsible for assisting Assistant Director (Program), Director and Executive Director in overall management at organizational level.

Essential Duties and Responsibilities

Project Management

- Develops the scope, deliverables, required resources and work plan for implementing EPI project activities.
- Ensure the quality of EPI services in the communities providing technical supports to the project team and volunteers
- Manage the project teams for smooth progress of project activity by coordination and collaboration of health departments and partner organizations
- Closely monitor the work plan and budget in line with the project proposal and timeline
- Act as a representative for KRRC in coordination and cooperation with local and international organizations

Financial Management

- Responsible for the budget verification and approval to be in line with the financial policy
- Manage the approved budget to be utilized effectively and efficiently
- Provide support to finance assistant for periodic budget projection
- Monitoring the budget consumption and reprogram in coordination with partner organization, if necessary
- Support Finance team in preparation of monthly and quarterly financial report

Human Resource Management

- Responsible for new staff recruitment and periodic evaluation of project staff
- Provide orientation to new staff related to project activity and operation procedure
- Provide training to the team members and volunteers as needed

Logistic Management

- Provide technical support for the cold chain system operation and maintenance
- Responsible for overall logistic supply chain related to vaccines, dry stock and inventory management in coordination with logistic unit

Reporting

- Responsible for monthly and quarterly narrative and compilation report as per needed
- Ensure the data accuracy and timeliness in coordination with M&E unit

Other

- Act as a member of steering management team of KRRC participating in organizational development activities in collaboration with programs and projects
- Undertake the tasks assigned by Executive Director as needed

Required Skills/ Abilities

- Excellent English verbal and written communication skills.
- Ability to moderate large groups.
- Excellent personal organizational skills, including time management, and the ability to meet deadlines and work under pressure.
- Willingness to travel and work in the difficult and challenging working environment.
- Proficient with Microsoft Officer or related software.

Education and Experiences

- M.B., B.S Degree holder, Master Degree in Public Health is preferred.
- At least 3 years of working experience with project management.
- Working experiences in Ethnic Health Organization is highly preferred.

Application Process

Interested candidates should address the application to Admin and HR Officer, Ward No.5, Kauk-Kyait Village, Moulmein – Pa-an Highway, Pa-an or **krcca273@gmail.com** with his/her Curriculum Vitae, Cover letter, a photo taken within last six months and copy of certificate(s), additional training attended.

Deadline of Application

The all completed application should arrive by **28th April, 2024**. Only short-listed candidates would be contacted for interview.