



SOPYAY MYANMAR DEVELOPMENT ORGANIZATION

385/B1, Ground Floor, Yae Ku Ywarma Street, (9) ward, Kabaraye,
Mayangone Township, Yangon, Myanmar.

Tel : 0095 (9) 5411 254, 0095 (9) 4500 29971, 0095 (9) 49574495

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Vacancy Announcement #029-2025

Dated: 09th July 2025

Sopyay Myanmar Development Organization (SMDO) is a local non-governmental organization, working in Emergency Relief, DRR, WASH, and Community Driven Development area. SMDO is working under Local NGO registration number 1/Local/0082. SMDO is now seeking a qualified candidate for **Project Manager**.

Position	: Project Manager
Category	: 7
Numbers of post	: 1
Duty Station	: Nyaungshwe
Gender	: Male (or) Female
Period	: 4 months (Short-term)
Reporting to	: Project Coordinator
Closing Date	: 15 th July 2025 (as soon as possible)

Personality:

Expected a person who is dedicated, hardworking, self-confident, and competent, has good cooperation skills. Candidate must have qualifications relevant to the job position, self-respected, motivated, and respectful to others and your team, your work, your beneficiaries, your implementing partners and your environment, be polite and built-up trustful communication and Humanitarian ethic respected personnel.

Role and Responsibility:

The Project Manager assists your project team in field implementation activities and other communication and coordination with communities, training, workshops and meetings arrangement etc. And keep recording the documentation along with your work and reporting in accordance with the guidance and principle of the organization.

He/She is responsible for participating in the Emergency Response Team (ERT) and carry out the emergency response actions, in case of emergency or conflict situation. He / She must work closely and communicate with personnel in different levels, partners and stakeholders that involved in the program / project activities.

Project Management

- Lead in situational analysis and explore the service gap in implementing area
- Organizes, plans, implements and monitors the activities according to the project proposal and work plan using project management tools



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- Closely coordinate, supervise and support the project team to enhance the achievement of project objectives and indicators while adhering to the project budget
- Ensure the compliance of the project with humanitarian principles and cross-cutting topics (gender, protections, do no harm, inclusion of persons with disabilities, and environment protection) mainstreamed at all steps of the project cycle
- Review project work plan and indicator to accomplish interventions of the project as planned
- Perform regular field supervision, analysis of reports and data, identify project needs, and together with the team address problems that are identified
- Keep records of activities and report periodically on project progress with recommendations in a timely manner
- Accumulate monthly project achievement data and write monthly project achievement report including quantitative and qualitative data and submit to Project Coordinator

Representation and Coordination

- Liaises with relevant authorities regarding project operational and activities
- Participates in cluster meeting with other agencies in project office area and share update information to supervisor
- Coordinates regularly with SMDO Coordination office in Yangon including Logistics, Finance, HR, MEAL.

Team Management

- Review weekly/monthly staff field activity and planning
- Provide team members with personal follow-ups to ensure appropriate delegation and staff development
- Identify the team needs and organizes appropriate trainings and workshops
- Lead regular project team meetings and shares the information with the Project Coordinator

Financial management

- Extremely careful monitoring of expenditure to follow donor rules and regulations in line with budget
- Forecast and review budget activities on a monthly basis
- Ensures regular budget monitoring according to the project budget lines
- Follows up the payments to the suppliers and contractors for the activities
- Conduct monthly project Budget verse Actual meeting with base Finance and Project Coordinator



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HR Management

- Make sure the project staff are compliance with Human Resource policy's work place nature
- Sharing the information timely about safety and security for the staff which receiving from Project Coordinator
- Responsibility to support and develop PSEA (Prevention of Sexual Exploitation and Abuse) systems, ensuring the maintenance of a safe and respectful environment for all individuals within the organization

Knowledge and experience

- The ability to start up a project, track budgets, monitor whole project progress, identify barriers and opportunities, communicate clearly and transparently, work independently and fast while adhering to SMDO and donor policies and regulations are key elements of success in this project
- Demonstrated experience writing donor reports, concept notes and other professional content Samples will be required for review for shortlisted candidates
- Previous experience demonstrating a track record of identifying and securing new funding opportunities
- Proven experience in collaborating with internal and external stakeholders, fostering positive relationships with donors, partners, authorities, and relevant entities

Other

- Attend any kind of capacity-building training assigned by the management team in Nyaungshwe or out of the Nyaungshwe area if necessary.
- Reliable to tackle the problems and issues during your tasks with regard to the humanitarian code of conduct, organizational guidelines, and principles.
- Communicate, compromise, coordinate, and cooperate in every manner of interconnection with SMDO team members (Senior Management, Operation team, M&E, and other counterpart relationship).
- Speak up and give any feedback and suggestion in a time-to-time manner to promote your work and your organization.
- Never ever related to any kind of conflict of interest, Fraud, and Corruption.
- Ensure coordination with the project team and to behave report back with consistency.

Needed Qualification:

- Minimum Qualifications include a completed bachelor's degree.
- A relevant master's degree will be a plus.
- Additional years of relevant experience may offset the advanced degree.
- Proven organizational skills, with the ability to meet tight deadlines and balance multiple priorities. Demonstrated ability to work in a self-directed, results-oriented environment at a fast pace.
- Fluency in English and Myanmar required.



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- Experience in working in humanitarian and emergency response and knowledge in the DRR sector.
- Experience working in local area context and/or local area residential preferred (Mandalay)
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Able to travel and stay at night in the project area, if necessary
- Having good assessment, analytical, planning and reporting skills
- Understanding humanitarian work and sharing the humanitarian values of the organization
- Able to drive motorcycles well not only in the city but also to the remote area of project villages even in the rainy season
- Having good leadership skills and team management skills
- Flexibility- ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy

How to apply

Interested candidates should apply by submitting their Cover Letter, Curriculum Vitae and contact details of 3 Referees by email to hr.recruitment@smdo-mm.org . Please use subject heading: "Application for Project Manager based in Nyaungshwe".

Office Phone: 09-987413687 (9:00AM to 5:00PM)

Please Note: We regret to inform you that only short-listed candidates will be contacted for interviews. SMDO is committed to the well-being of Protection of Sexual Exploitation Abuse (PSEA). All staff are required to sign and adhere with CoC and PSEA policy at all the time.