
KHAYAH INTERNATIONAL MYANMAR **VACANCY ANNOUNCEMENT**

Khayah International is a South Korea-based non-profit organization, that works for marginalized and vulnerable people worldwide by providing comprehensive support for various initiatives to promote integrated child education and empower youth. Khayah is looking for the best-experienced individual to manage the child support projects in Yangon, Myanmar.

POSITION	: Program Manager (Proficient in Korean Language)
NUMBER OF POST	: 1 Post
LOCATION	: Bahan Township, Yangon
DURATION OF INITIAL CONTRACT	: 1-year Contract (with possible extension)
SALARY	: Negotiable
APPLICATION CLOSING DATE	: 5th July, 2024

JOB BACKGROUND

The Program Manager will be primarily responsible for delivering professional support in managing all technical, project cycle management, partnership management, and coordination aspects of the assigned projects. The position leads the management of the program and all the activities needed from the HQ office. The position ensures program monitoring, regular implementation support, and follow-up of the project.

Subject line for application: “Program Manager”

Please take note to add your **expected salary** in your resume and the vacant position will be filled before the form closing date if a suitable candidate is found beforehand. Please also note that only those candidates short-listed by preliminary screening will be contacted for in-person interview.

HOW TO APPLY:

Interested candidates who meet the above requirements are required to submit a comprehensive CV and Work Portfolio, including a Cover Letter and details of three referees via e-mail only to: khayahmyanmar@gmail.com no later than **5th July, 2024**. Late applications will not be considered.

DUTIES & RESPONSIBILITIES

- Lead planning, implementing, and monitoring the project and project team in preparation of monthly and quarterly project plans and report to the related HQ Team.
- Directly manage the staff who are based in Yangon/Project areas and guide direction to the field staff.
- Ensure effective collaboration and coordination with the government ward administrative officers and working groups at various levels.
- Be accountable for the quality implementation of the project as per HQ Office and Partner organizations' guidelines.
- Undertake regular on-site monitoring of project activities through field visits.
- Request, receive, and review monthly financial reports, and work with the HQ Office's finance team in Korea to monitor and report the monthly budget plan in a designated schedule.
- Assist the CEO & Directors' assigned work and solve the critical challenges/issues faced within projects or project teams, including internal team conflict, coordination issues, lack of technical capacity, etc.

JOB REQUIREMENTS

- Myanmar National who has an interest in Myanmar Communities, Cultures & Education Sector.
- Efficiency in the Korean Language, communication in both verbal and written form. (English Language proficiency is a plus.)
- Minimum **Seven** years, ideally with managing experience in a Non-profit area or business administration.
- Proficiency in computer skills and Microsoft Office Packages.
- High ethics and motivation to work in the humanitarian field.
- M&E experience, ideally in areas of impact evaluation.
- Excellent communication and interpersonal skills.
- Proven strategic relationship management skills, excellent people skills; team building.
- Readiness to comply with KHAYAH INTERNATIONAL MYANMAR's terms and conditions.
- Ability to manage multiple priorities and to work under pressure with tight deadlines.