

Vacancy Announcement

Project Manager (m/f/d)

Following the recent major earthquake affecting multiple regions in Myanmar—including Nay Pyi Taw, Sagaing, Mandalay, and Southern Shan, our organization initiated a multi-sectoral emergency response to address the urgent needs of displaced and affected populations. To ensure efficient implementation, coordination, and oversight of this response, the organization is recruiting a **Project Manager** to manage the operational and strategic coordination of the humanitarian response.

Purpose of the Position:

The Project Manager is responsible for strategic planning, coordination, implementation, quality control, and reporting across sectors including Health, Nutrition, WASH, NFI/Shelter, and Protection, ensuring adherence to humanitarian principles and donor requirements.

Position Details:

Number of Positions	: 1 post
Department	: Program
Duty Station	: Yangon, Myanmar (Frequent travel to EQ affected areas)
Reports to	: Country Program Manager (CPM)
Supervision	: WASH Manager, Medical Officer and Protection Officer
Contract Duration	: 1 Year (with possibility of extension based on funding and needs)
Closing Date	: 7 th May 2025

The Project Manager will be responsible for the following tasks under the supervision of the Country Program Manager.

Key Responsibilities:

A. Program Leadership and Coordination

- Provide strategic direction and leadership for planning, implementation, and monitoring of both project components.
- Develop and maintain detailed work plans, budgets, procurement plans, and MEAL frameworks for both Location and EQ zones.
- Ensure integrated, inclusive, and gender-sensitive approaches in program design and delivery across sectors.
- Lead regular coordination meetings with field teams and partners to align priorities, address challenges, and adapt to evolving needs.

B. Staff Supervision and Team Management

- Provide direct supervision and support to sector leads: WASH Manager, Medical Doctor and Protection Officer
- Provide coaching, mentorship, and performance evaluations for direct reports.
- Support staff safety, well-being, and adherence to safeguarding and duty of care standards.
- Coordinate training and capacity-building initiatives for team members and partners.

C. Local Partner Coordination

- Act as the primary liaison for partner NGOs and community-based organizations in Location and EQ zones.
- Oversee the design and execution of capacity development plans for local partners.
- Ensure joint planning and execution of assessments, distributions, health outreach, WASH construction, and protection activities.
- Facilitate timely fund transfers, activity tracking, and reporting from partners.

D. Sectoral Oversight and Quality Assurance

- Oversee project implementation in the following sectors:
- Health & Nutrition: Outreach clinics, mobile teams, treatment of communicable diseases, maternal/child health, nutritional screening.
- WASH: Water treatment, latrine construction/rehabilitation, hygiene promotion, emergency water supply.
- NFI/Shelter: Distribution of essential items and transitional shelter support.
- Protection: PSEAH, child protection, MHPSS, mine risk education, gender and disability inclusion.
- Review and approve sectoral reports, technical guidance, BoQs, and SOPs.
- Ensure alignment with Sphere standards, INEE, WHO guidelines, and national clusters.

E. Reporting, Documentation, and Learning

- Lead preparation of high-quality donor reports (narrative and financial), coordinating input from sector leads and MEAL.
- Track progress against indicators, budgets, and logframe commitments using MEAL systems.
- Document lessons learned, case studies, and good practices for internal and external sharing.
- Coordinate learning reviews and after-action assessments.

F. External Representation and Advocacy

- Represent the project in coordination platforms including UN/Cluster meetings, INGO forums, and with government stakeholders.
- Act as a focal point for donors on project status, results, and coordination.
- Advocate for humanitarian access, protection of civilians, and inclusion of vulnerable groups.

G. Compliance and Risk Management

- Ensure project compliance with donor rules (e.g., BMZ, GFFO, MHF, GF), procurement policies, and organizational SOPs.
- Identify and mitigate operational, financial, and reputational risks.

- Oversee adherence to safeguarding, PSEAH, and child protection standards.
- Monitor security situation in both regions and coordinate risk mitigation with the Security Focal Person.

H. General

- Co-operate with all other members of the Organization International team and develop good working relationships
- Carry out any other relevant duties – according to his/her professional capacities and position in the organization – as assigned by the Supervisor
- Be ready and on standby to lead emergency response.
- Be an active role model towards staff, beneficiaries, and population, with personal healthy behaviors and lifestyle.
- Adhere to Organization International rules and regulations and Code of Conduct

Required Qualifications and Experience:

- University degree in related field
- At least five years' experience in management and technical supervision of Humanitarian preparedness and Response projects with UN or INGO in a rural environment
- Proven experience in proposal and report writing in English
- Proven knowledge of Project Cycle Management and experience of working in a humanitarian and disaster setting
- Team player, excellent communicator with strong interpersonal skills and able to deal with the local communities and authorities, able to work independently
- Excellent command of national and English languages
- Understands the poverty, disaster/conflict and development nexus and challenges faced by rural communities.
- Must be a citizen of Myanmar.

Safeguarding and Code of Conduct:

The Project Manager is expected to uphold organization policies on Safeguarding, Child Protection, Prevention of Sexual Exploitation and Abuse (PSEA), and the Humanitarian Code of Conduct, ensuring a safe and respectful work environment for staff and affected communities.

How to Apply: If you are interested in this position, please submit your comprehensive application (CV, cover letter, copies of educational certificates, and three professional references) to hrrecruitmentss2025@gmail.com with the subject line “**Project Manager**, Yangon, Country Office.”