



Job Opportunity – Project Manager

Job title: Project Manager (Education in Emergencies)

Job location: Rakhine

No of Position: One

Application deadline is 23th April 2025

FCA Myanmar (FCA) is the largest Finnish NGO in development cooperation and humanitarian aid. FCA operates in over ten countries and has over 70 years of experience. In Asia, our program countries are Myanmar, and Nepal. FCA specializes in supporting local communities in two priority areas: right to education (R2E) and right to livelihood (R2L). We work through local and international partnerships. FCA is a founding member of ACT Alliance and a CHS Certified organization.

FCA is recruiting for a committed candidate for the position of **Project Manager (Education in Emergencies)** for its Myanmar Office, based in Rakhine to be a part of our multi-cultural team and to further develop FCA's work in the country. FCA offers an attractive salary including non-salary benefits, which consists of paid medical benefits, various leave benefits, accident insurance, severance, and other allowances.

We are currently inviting motivated and talented individuals to apply for the **Project Manager (Education in Emergencies) Position** based in Rakhine in Myanmar.

Please see the following detailed information;

Primary purpose of the position: The Project Manager is responsible for the overall planning, implementation, monitoring, and successful completion of education sector projects in line with FCA's organizational goals, donor requirements, and stakeholder expectations. This role includes managing day-to-day operations of education project within the designated geographical area, leading project teams, ensuring timely and quality delivery of outputs, managing budgets, and identifying and mitigating risks. The Project Manager also serves as the direct supervisor for relevant education project staff.

Main duties

- Lead overall budget management, work planning, monitoring, and reporting activities throughout the project cycle, in line with FCA quality and accountability principles and standards, donor requirements, and good practices.
- Coordinate closely with FCA's implementing partners and their project activities to ensure a coherent implementation of activities.
- Provide leadership for and line manage project team ensuring they have clear job descriptions, objectives, work and capacity building plans, and that regular performance reviews take place. Foster effective collaboration and coordination within the team, and act decisively to address challenges and problems.
- Maintain at all times control of the project budget; in conjunction with the Grants Specialist and finance team, monitor expenditure and ensure accurate and timely financial reports.

- Ensure that all project procurements follow donor/FCA policies and procedures.
- Ensure learning and accountability are integrated into all project activities throughout the project life cycle.
- Actively identify issues and report them to support planning and enable quick adjustments to implementation schedules.
- Organize knowledge sharing events with partners and other stakeholders.
- Lead donor reporting, making sure that quality reports are submitted on time.
- Disseminate lessons learned, achievements and challenges internally and externally for project.
- Identify support needs of the FCA project team and Partners project team and contribute to capacity building activities to enhance quality implementation.
- Rigorously maintain project documentation and ensure it is complete, up-to-date, and in line with all FCA and donor requirements.
- Conduct regular field monitoring trips and maintain effective communication and coordination with FCA project team and partner project team.
- Participate in relevant coordination meetings, forums and technical working groups.
- Represent FCA vis-à-vis local stakeholders and maintain proactive, positive and professional relationships. Strengthen relationships relevant to the project, and support appropriate application of partnership concepts, tools and approaches.
- Ensure compliance with all FCA and donor policies and procedures.
- Participate in the proposal development process for future programs and projects.
- Collaborate with the Program development team and Program Quality team to design project concepts and prepare project proposals.

Special/Other Tasks

- Support FCA Myanmar team in planning, designing and implementing of advocacy activities and plans.
- Support the Safety and Security Focal Point and ensure the safety and security of all FCA field staff at all times.
- Uphold and promote FCA's commitment to PSEAH and child safeguarding.
- Any other duties agreed with the supervisor.

Competence, experience, skills, and knowledge needed

- Bachelor's Degree or higher in a relevant field.
- Minimum of 7 years of work experience in project management, ideally in sustainable development projects related to the area of civil society strengthening in Myanmar.
- Extensive working experience in Kachin, Kayin, and/or Rakhine with a good understanding of the local contexts, and experience working with various stakeholders at various levels.
- Good understanding of the role of civil society in Myanmar and how they contribute to local development.



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- Grant management experience of similarly sized grants, preferably working in consortium.
- Experience in applying Child Safeguarding, Disability Inclusion and Gender Inclusion to all aspects of project cycle management.
- Experience analyzing data and contributing to evaluation reports.
- Experience using MS Office software (Excel, Word, Outlook, Teams, PowerPoint etc.)
- Good leadership and interpersonal skills.
- Good facilitation skills.
- Language skills: English and Myanmar, written and spoken. Knowledge of local languages spoken in Rakhine is highly desirable.

Impact:

- Contribution to FCA national and regional initiatives.
- External interest groups: FCA partners in Myanmar.

Responsibilities and independence

- Task-related decisions require independently finding solutions to problems. Work is done mainly independently on the basis of targets, plans, and general instructions and may entail responsibility for finances and managerial duties.

Physical and psychological burden imposed

- Working position requires travelling and sometimes with quick changes to plans.
- Stress through fragile country environment including but not limited to natural hazards, political instability and armed conflict.
- Stress through temporary high workload, multiple assignments with conflicting deadlines.

Interaction needed

- Coordinate with local partners and team members, sharing and exchanging information, motivation, training, negotiation, consultation, presentation, facilitation, coordination, multi-cultural management and interaction, influencing people's attitudes and decisions, interaction with different groups of people within and layers in the organization (staff, senior management).

Interested and qualified candidates should apply for this Position through the given link,
https://fca.rekrytointi.com/paikat/?o=A_A&jid=825

Additional information:

- Only shortlisted candidates will be contacted for an interview.
- Please describe your expected salary in your CV form,

- For those who failed to mention or incorrectly mention the apply position title, salary expectation and location in their applications, we will consider those as disqualified and we will not consider shortlisting.
- FCA practices zero tolerance against child abuse. FCA's Child Safeguarding Policy applies to all FCA staff.
- FCA has zero tolerance concerning aid diversion and illegal actions and may screen applicants against international lists to ensure due diligence and compliance with Anti-money Laundering and Combating the Financing of Terrorism requirements.
- FCA encourages applications from qualified people living with disabilities, women and members of ethnic or other social minorities.