

# Vacancy Announcement

## Project Manager (m/f/d)

The organization is seeking to recruit a National Project Manager based in Hpa an, with occasional Kayin based organizations. The Project Manager responsible for ensuring the successful implementation of project activities, adhering to approved plans, budgets, and timelines.

### **Purpose of the Position:**

Overseeing compliance with internal policies, coordinating with partners, managing project resources, and addressing challenges. The Project Manager ensures timely reporting, financial management, and monitoring, contributing to the overall success of the project and its alignment with organizational and donor requirements.

### **Position Details:**

<b>Number of Positions</b>	: 1 post
<b>Department</b>	: Program
<b>Duty Station</b>	: Hpa an, Kayin, with occasional field visits to target townships
<b>Contract Duration</b>	: Until 31 <sup>st</sup> October 2025 (extension with budget available)
<b>Reports to</b>	: Program Coordinator
<b>Supervision</b>	: TBA
<b>Closing Date</b>	: 14 <sup>th</sup> July 2025

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

### **Key Responsibilities:**

1. Manage the timely and effective implementation of project activities according to set targets, indicators and approved plans and budgets and ensure that actions to deal with the results of delays, bad weather, conflict, access restrictions or emergencies and proper project documentation and donor and ad-hoc reporting according to Donor and Malteser standards, rules & regulations (interim and final reports, monthly reports).
2. Ensure that the project activities comply with technical internal guidelines and policies, national regulations, and relevant sector strategies with the support of the Country Technical Coordinators, when necessary, support the M&E unit and apply project M&E

system and tools, regularly review, and analyze project data to ensure that project activities are on track.

3. Analyze levels of expenditures against approved partner budgets and provide timely advice on likely over- and under-spending to program teams and ensure that the program team understands the implications for the implementation.
4. In close coordination with the Finance Officer, this position will lead to being responsible for administrative partner coordination.
5. Regular communication with partner organizations to ensure implementation of partner's activities are according to partner guidelines and to ensure timely submission of reports.
6. Support HQ and CO team in preparing, reviewing, and amending budget forecasts for donors.
7. Closely coordinate with headquarter and country office on the achievement of project results concerning partner organizations and cross-cutting topics.
8. Actively participate in coordination efforts with other organizations and the government to ensure complementarity, the development of coordinated and common approaches.
9. Ensure with the project support team the sound financial management (review and compliance of budget), administration, and logistics (timely preparation, approval, and quality control of procurement, tender processing) of the project and regularly review and update the existing internal tools for financial management, HR & administration, and logistics.
10. Conduct regular field monitoring on the implementation of project activities and report on any implementation challenges with proposed remedial action to the Program Coordinator.
11. Provide input for project evaluation, including conducting assessments, data collection, and surveys using innovative tools like Kobo collect and assist in planning and designing projects to be implemented in the project area and project amendments in close collaboration with the Country Program Coordinator, Program Coordinator, Country Technical Coordinators, and program and operational teams.
12. Perform any other tasks assigned by Project Coordinator.

### **Required Qualifications and Experience**

- Master's degree or bachelor's degree and or equivalent with relevant complementary training, or academic background on any thematic sector
- At least 5 years of experience in Management positions for projects in the Humanitarian Aid or Development field in planning and coordinating conflict-sensitive multisector programs including health care, WASH, livelihood, and nutrition/food security projects, a good understanding of logistic procedures, and budget management.
- 2-3 years of experience in the field directly working with target communities, preferably in a health-related field.
- Strong project management skills and experience including project proposal development, logical framework, M&E, and report writing.
- Work experience primarily through INGO, LNGO, CBO, or similar. Experience in working with German and/or international donors.
- Proven analytical skills and ability in guidance to M&E in terms of surveys and reports.

- Strong project management skills and experience including project proposal development, working with the logical framework, monitoring, report writing, and a good understanding of logistics and experience in budget management.
- Fluency (4 skills) in both Myanmar and English.
- Proven skills in operating computers and common applications like MS Word, Excel, and PowerPoint

#### **Competencies**

- Interpersonal skills as a leader providing and setting a good example for the team members to follow.
- Experience of and/or good understanding and sensitivity regarding multi-cultural environments.
- Team oriented in planning and implementation and evaluation of work.
- Ability to work under basic conditions and cope with high workloads and stress.
- Communication skills (capacity to listen and communicate in an effective, specific, positive way).
- Able to accurately note down observations in order to report back to the Line Manager and create basic data and narrative brief reports.
- Flexibility and capacity to adjust to change, willing to go beyond her/his job profile if needed.
- Initiative-taking and good humor.

#### **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](mailto:hrrecruitmentss2025@gmail.com) with the subject line “**Project Manager, Hpa an, Kayin Program Office**”