

## Vacancy

### Project Manager-Education

<b>Position Title:</b>	Project Manager-Education
<b>Location:</b>	Yangon, with travel to the field
<b>Line Manager(s):</b>	Head of Programme
<b>Starting:</b>	ASAP
<b>Duration:</b>	Until December 31 <sup>st</sup> , 2025 – extendable

### Position Summary

Project Manager- Education will be responsible for overall management and quality implementation of ORGANIZATION's education projects through local CSO partners and contribute to quality assurance of ORGANIZATION's education programme. He/she will be responsible for supporting on implementation of Education Strategy across Country Program including capacity building and technically supporting ORGANIZATION's staff and ORGANIZATION implementing partners' programme and field staff, and developing technical guidance notes/ tools for education project/ activities.

### Key Responsibilities:

#### PROJECT RESPONSIBILITY

1. Lead in planning, designing and management of donor funded projects focused on Education thematic pillar.
2. Ensure quality implementation of UNICEF and ECW projects in coordination with local partners.
3. To conduct the ASER assessment, under UNICEF project, across target locations to establish a baseline by pre-testing at the start of project implementation, and for lead partner/funding organization an endline at the end of project implementation.
4. To establish the assessment sample size for ASER study, ensuring representative data collection at the State/Region and Township levels.
5. Responsible for overall data quality assurance, including developing data collection plan and quality assurance protocols, coordinate and oversee the work of field supervisors under UNICEF- ASER.
6. To produce project specific and consolidated ASER reports on children's learning levels to guide programmatic adaptation and decision-making processes.
7. Work with the Head of Programs, Education Specialist and ORGANIZATION HQ EiE Advisor in determining project priorities and proper implementation in target areas in line with overall project objectives and ORGANIZATION's strategic vision.
8. Jointly with Education specialist, assess ORGANIZATION partners' training needs, develop capacity building plans and deliver trainings
9. Mentor and coach ORGANIZATION and partner staff, and where relevant, beneficiaries
10. Regularly backstop ORGANIZATION's and partners' officers to monitor quality implementation of education contracted activities.
11. Ensure overall finance management and fund flow of education projects in coordination with Finance Manager/officer and Grants Coordinator.
12. Produce quality monitoring reports on donor projects and lead in ensuring donor reports.
13. Provide support and oversight as appropriate to ORGANIZATION's field staff, partners and communities to carry out baseline and end-line assessments, learning outcome assessment and other relevant assessments or studies.

14. Design, adjust and translate education-based material and tools, including but not limited to, curriculum, training materials and monitoring/assessment tools and etc.
15. Ensure contextualization and integration/mainstreaming of gender, protection and safeguarding in education programme / projects.
16. Develop technical guidance notes for education projects/ activities/ to support ORGANIZATION staff and its partners in project implementation.

## **PROGRAM RESPONSIBILITY**

17. Represent ORGANIZATION in Education Sub-Clusters and provide technical support, if necessary.
18. Communicate with partners, humanitarian networks and community leaders to discuss community needs/ gaps on education and build strong relationships to promote education rights of children.
19. Represent ORGANIZATION in relevant education events, country coordination fora, bilateral meetings with partners and donors, including in cross-cutting sector platform to support the development of plans to collaborate and integrate EiE with other relevant sectors

## **Skills and Qualifications**

- University degree in education, development studies, statistics, migration or other related fields
- At least 5 years of proven experience in the education sector and/or in field research in Myanmar, preferably with an INGO strong on Education program.
- Proven knowledge of conducting literacy and numeracy assessment, and/or quantitative research methods and data analysis using SPSS, Stata, R or other relevant software
- Excellent project management and organizational skills
- Excellent communication and coordination skills
- Proven understanding of the Myanmar context
- Ability to work both independently and in a flexible manner
- Fluency in English required
- Excellent report writing skills in English

**Application Procedure:** Interested candidates should send an application letter along with an updated CV (with at least 2 contacts for reference), no later than **May 13, 2025** to the following mail address [recruitment.mmr@proton.me](mailto:recruitment.mmr@proton.me) with the Subject **“250430\_Project Manager-Education”**. Please note that only short-listed candidates will be contacted for interviews or written tests. Due to the urgency of the position candidates will be selected on a rolling basis.