



CFN; Child Development Association is non-sectarian, non-profit and registered local non-government organization was established in 2003. Child Rights Governance thematic and Child Protection specialist are core members of the working forces in organization. Those who have completed the “Volunteer Social Welfare Officer Course” being and the holders of the Postgraduate Diploma in Social Work will be mobilized as hard-core members to implement the social protection and development projects in accord with the provisions embodied in the UNCRC and Child Rights Law (2019).

We are currently inviting motivated and talented individuals to apply for Project Manager Position based in Mandalay(Area Based Project).

### ROLE PROFILE

<b>TITLE; Project Manager</b>	
<b>Number of Position</b>	: (1)
<b>Project</b>	: Area Based Project
<b>Location</b>	: Mandalay Area based, Mandalay Region
<b>Contract Length</b>	: Calendar year based contract, reapply the position according to staff policy
<b>Child Safeguarding</b>	: Level (3) A basic criminal record background check is required
<b>SCOPE OF ROLE</b>	
<b>Supervision and Mentoring</b>	: The Steering Committee of CFN and Thematic Advisory Team
<b>Report to</b>	: Lead Agency and The Steering Committee of CFN
<b>Direct reports</b>	: Project Officer
<b>Financial Approval</b>	: Budget holder
<b>Field Ratio</b>	: 40%
<b>Office Ratio</b>	: 60%
<b>Closing Date</b>	: 10-May-2024 (As soon as Possible)
<b><u>Specific Responsibilities</u></b>	
<b>1.Operation and Management</b>	
<ul style="list-style-type: none"> <li>• Engaging and liaising with the local authorities and the responsible departmental personnel concerned to seek permission of carrying out in the project area the activities covered by the logical framework and submitting reports.</li> <li>• Opening an office in the project area and responsibly conducting the necessary administration matters.</li> </ul>	

- Under the Direct Super Vision Project Governance Body, He/ She is responsible for leading and managing the area-based project title” improved resilience of highly vulnerable displace and marginalized communities to better withstand the adverse socio-economic effect’ in 3 target township in Mandalay.
- Taking change of the project thematic activities of the project.
- Making decision by the senior management team in consultation with 4 experienced project officers to be recruited for carrying out the project operation activities.
- Practicing and following the policies, manuals and procedure of CFN under the direction of the Project Governance Body and the Steering Committee.

## **2. Project implementation and project cycle management**

- Manage and lead the project with donor, partners CSOs and other key stakeholders
- Ensure the development and application of common standards, tools and practices for planning, implementation, monitoring, learning and reporting
- Ensure the effective planning and implementation of activities including assessments, studies, capacity building initiatives, setting up and running of data management, evidence and knowledge management, and dissemination activities
- Complementary contribute & supervise to MEAL officer
- Work with project officers and other team members to establish effective monitoring systems and which are in relation to project activities, budget allocations and financial expenditure
- Develops annual work plan and monitoring and evaluation plan to ensure the quality project deliveries in line with strategic plans of CSO strengthening project
- Ensure the quality delivery of project implementation and achieving expected outputs & outcomes
- Leads and develops training guidelines/curriculum, tools, manuals and IEC materials in coordination with consortium partners, project officers, team members and Project Governance Body.
- Organizes and facilitate capacity development training to ensure the proper understanding of manuals, procedures, and tools and the strengthening the technical competencies of programme team
- Technical and overall support to project staff for capacity development in areas of child survival and development (child protection, maternal and child health, nutrition and WASH)
- Ensure CSOs improved their capacity and performance and utilize the small grants effectively and efficiently
- Coordinate and collaborate with other Child protection, Health, WASH and Nutrition teams, and to help support each other as necessary
- Establish and maintain responsive community’s compliant & feedback mechanisms (CFRM) with the support of MEAL officer.

- Contributes to the development and implementation of innovations in his/her specialty and contributes closely to their dissemination to teams and other colleagues
- Any other tasks assigned by responsible line project governance Body/Steering Committee.

### **3. Developing, Implementing and Evaluating Trainings**

- Develops training curriculum, agenda and tools for respective and thematic areas/topics in coordination with consortium partners, programmed managers and team members
- Coordinates with training agencies/ organization (as required) and assess the gaps/areas that project staff need to improve their capacity
- Organized and facilitate the capacity development training especially for field staff and volunteers and prepare training report, including evaluation of the training
- Prepares and/or develop IEC materials as necessary adapting to suit the local context

### **4. Finance Management**

- Prepares monthly financial plan according to planned project activities
- Assists to examine budget vs actual reports on a monthly basis in order to monitor expenses in good time and guide future spending and allocations in field of activity
- Ensures effective budget management and administration of project finance

### **5. Communication, Coordination and Supporting as Liaison**

- To excellent communication with strong interpersonal skills and able to deal with, key stakeholders, local CSOs.
- To maintain good relationship with local key actors including volunteers, CSOs, INGOs/NGOs/CBOs in project area
- To work closely with Finance and Logistic Department for smooth processing of project implementing activities
- To support the line manager to effectively liaise all monitoring visit by senior staffs or donors

### **6. Reporting**

- Prepares and submitting English version reports for monthly activities, training, assessments, surveys, field trip to funding agency and project governance body & steering committee
- Preparing the donor reports(English Version)

### **7. Values**

- In his/her professional activities, adhere to the values of CFN: value system, professionalism and credibility

### **8. Abuse Prevention Policy (CPP) - Operational Risk Management**

- Complies with CFN's Code of Conduct and Child Safeguarding Policy of CFN

- Report any breach observed in the framework of this policy during his/her professional activities both as regards the proven or suspected offence and a preventive breach.
- To commit to other Risk Management Policies including Safety and Security Plan, and Anti-Fraud policy
- To commit to ensure the best implementation of CFN's risk management Procedure
- To commit to inform CR and to deal with any cases, allegations, or possibility of transgression, even potential, of the CFN's Risk Management procedure

#### 9. Others

- Undertakes such additional tasks as may be required, especially when urgent action is required to respond to emergencies or to requests from delegation level, regional or HQ level or donors
- Respects and implement this job description which may be amended by consent of Country Representative in order to reflect and correspond to future changes and developments in the CFN country programme.

#### Qualifications and Experience:

- Bachelor's degree in relevant subject is prefer
- At least 15 years of Coordination & management experience in INGOs/NGOs
- Management experience implementing capacity building programmes in complex settings
- Management experience in one or more of the following programmes: Child Protection, Gender Based Violence, Livelihoods, Social Protection, CB-DRM, MHPSS, partnerships, institutional capacity building or organizational development
- Experience of, and commitment to, working through partners and contributing to partnership strategies at large
- Experiences of capacity building and strengthening CSOs
- Sound knowledge of social protection, Child Protection, Gender Based Violence, Livelihoods, Social Protection, CB-DRM, MHPSS & partnerships.
- Sound knowledge of data management, data verification/validation, data analysis and data presentation
- Proven capacity to supervise, and coach staff and partners on both technical and project management skills
- Proven ability to represent the organization to donors and other stakeholders
- Experiences of working in humanitarian crisis setting and/or peri-urban areas
- Strong communication and analytical skills
- Proficiency in both English and Burmese
- Competent in Microsoft Word, Excel, and Power Point
- Ability and flexibility to travel short visits to other project areas as necessary
-

**Zero Tolerance Policies**

- Fraud Policy
- Child Safeguarding Policy

**Safeguarding Our Staff**

The post holder is required to carry out the duties in accordant with the Anti-harassment policy and PSEAH policy of CFN.

**CFN is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender.**

**Applications in English:** Please send: (1) a cover letter indicating your motivation **AND** salary expectation(minimum and maximum): (2) a current resume (CV) with contact information of three professional references (your two former work supervisors and one of HR Manager) to the Staff Recruitment Board. Please indicate in the subject box the position you are applying for and send it to [cfnhrteam@gmail.com](mailto:cfnhrteam@gmail.com) by 5:00 pm on May (10), 2024. Only shortlisted candidates will be contacted.

**Organizational Information**

Contact Phone	- 09 420034936
E-Mail	- <a href="mailto:cfnhrteam@gmail.com">cfnhrteam@gmail.com</a>
Facebook Page	- CFN; Child Development Association