



စိမ်းလန်းဘဝလူမှုဖွံ့ဖြိုးမှုအဖွဲ့

Green Life Alliance for Development (GLAD)

အမှတ်(၁၅၂)။ နံသာကုန်းလမ်း၊ နံသာကုန်းရပ်ကွက်၊ အင်းစိန်မြို့နယ်၊ ရန်ကုန်တိုင်း။

### **Vacancy announcement**

#### **Position summary**

Position title; : Project Manager (Earthquake Emergency Response)

Reporting : Program Coordinator

Vacancy No : No.04/2025\_GLAD

Duty Station : Mandalay

Number of positions : 1 Post

Duration : 6 Months with possibility of extension

Application Deadline : April 18, 2025

GLAD is a national NGO in Yangon. GLAD was established in 2016 as a volunteer organization working on environmental conservation and sustainable community development. It started with empowerment programs in communities to create awareness on natural resource management, environmental conservation and sustainable development. Funds were raised through donations. GLAD has worked on community development program and recovery operations with regard to the environment. When needed, in collaboration with stakeholders and its partners, emergency response was given to an affected community and support of IDPs also arranged across the country.

#### **Role & Responsibilities**

The Project Manager – Earthquake Emergency Response is responsible for the effective planning, coordination, and implementation of all emergency response activities in Mandalay and surrounding affected areas. This role involves leading rapid response efforts, managing field teams, ensuring that humanitarian standards are met, and coordinating closely with internal departments, local authorities, communities, and humanitarian partners. The manager ensures that all activities are executed efficiently, on time, within scope, and aligned with the donor and organizational requirements.



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### *Leadership and Management*

- Lead the emergency response project cycle, including rapid assessments, planning, implementation, and monitoring.
- Ensure project goals, outcomes, and outputs are achieved within the emergency timeline.
- Monitor risks and implement mitigation measures to ensure safe and effective programming.
- Support partners and teams in quality implementation adhering to humanitarian principles and standards.
- Ensure donor compliance and manage contractual agreements and reporting requirements.

### *Emergency Response Implementation*

- Identify and collaborate with emergency response partners, including local NGOs and government authorities.
- Guide the project team in delivering emergency aid such as shelter, food and WASH.
- Ensure high-quality implementation by conducting regular field monitoring and needs assessments.
- Approve project expenditures and ensure they align with policies, procedures, and emergency needs.
- Submit accurate and timely reports to the Line Manager.
- Monitor and evaluate staff performance and project progress to ensure accountability and continual learning.

### *Coordination*

#### **Internal:**

- Ensure safeguarding standards are implemented and respected by all staff and partners.
- Collaborate closely with HR, Admin, Finance, and Logistics for timely support to emergency teams.
- Lead coordination meetings and support internal capacity building on emergency response.

#### **External:**

- Work with local authorities, humanitarian clusters, and technical agencies to assess needs and implement solutions.
- Identify and support partner capacity development for sustained response and recovery.



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### *Networking and Partnerships*

- Build strong relationships with local and international emergency response actors.
- Facilitate information sharing and learning through regular partner coordination forums.
- Represent the organization at coordination meetings and emergency forums in the region.

### *Accountability and Learning*

- Ensure accurate documentation and reporting of emergency activities and outcomes.
- Promote a culture of continuous learning, reflection, and improvement in emergency programming.
- Advocate for the organization's emergency response priorities in relevant forums.

### *Other Duties*

- Disseminate key information and updates to partners and stakeholders.
- Assist in drafting and implementing partnership agreements.
- Support organizational system strengthening and participate in regular team meetings.
- Provide timely reports to the Partner Organization and contribute to donor reporting.

### **Qualitification & Requirements;**

- ✓ Bachelor's degree or equivalent in Disaster Management, International Development, Public Health, or a related field.
- ✓ 3–5 years of experience in humanitarian or emergency project management.
- ✓ Strong coordination, facilitation, and negotiation skills, especially under pressure.
- ✓ High proficiency in Microsoft Office, data collection tools, and project tracking.
- ✓ Excellent written and spoken communication skills in English.
- ✓ Strong organizational and time-management skills.
- ✓ Ability and willingness to travel to affected areas and work in challenging environments.

### **Work Condition**

The position is based in Mandalay with frequent travel to earthquake-affected and remote areas for field monitoring and support. The role involves both office and challenging field environments, often in post-disaster conditions. While standard working hours apply, flexibility is required during emergencies, including possible evening and weekend work.



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*Please submit your motivated application form, updated curriculum vitae, and detailed contacts of three referees to the email [khawnra@glad-mm.org](mailto:khawnra@glad-mm.org). Clearly mention the "Vacancy No, Position Name & Duty Station" as the subject of the email.*

***"Only those candidates who are shortlisted will be contacted"***