



Job Vacancy

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Position: **Assistant Project Manager (APM)**

Duty Station: **CESVI Yangon Office**

Duration of Assignment: (6) Months duration and renewable based on performance and project requirement

Remarks:

She/He must be able to work under difficult conditions

She/He must be able to travel to any township

CESVI is a non-religious, non-profit International NGO delivering humanitarian and development work in Livelihood, Food Security, Climate Smart Agriculture, Water Stewardship, Agricultural Value Chain, WASH, Community Development, Promotion on Good Agriculture Practices (GAP) and Strengthen value chain sector, women saving and credit group, Assess to Finance both local MSME and rural women groups by engaging with the multiple stakeholders along the agricultural value chain. Currently, CESVI Myanmar is implementing the **Food Security and Rural Livelihood Development Project** in Dry Zone and Southern Shan State.

Position Summary

The **Assistant Project Manager** is responsible for managing overall project implementation and assisting to the Project Manager. The Assistant Project Manager is responsible for managing field activities, budget management, reporting and communication with funding agency. Moreover, she/he has to provide strong advisory roles for the saving and credit mechanism, agricultural value chain and capacity building for producer groups. She/he has responsible to report to Project Manager of CESVI, Technical Specialist from funding agency.

Essential duties and responsibilities of the Assistant Project Manager

- Develop project implementation plan with active participation of the team and in consultation with the Technical Specialist from the fund agency.
- Supervise and advise project staff for implementation on field activities as per milestones and targets.
- Perform saving and credit group and management committee formation and lead the saving and credit mechanism training in the targeted communities.
- Organize community meetings in target villages to set up the group's bylaws, rules and principles.

CESVI MYANMAR Country Office

No.8, room 2B, MyaZayYar street, MyaZayYar Condo, Kamayut (3) Ward, Yangon Ward, Yangon

Phone: +95 9 421148035



- Support the establishment of the women-led Agro-processing producer groups, which are integrating with the saving and credit scheme in the targeted area.
- Liaise very closely with all relevant stakeholders to ensure proper interface and congenial relationship between CESVI and stakeholders such as private companies, NGO, service providers and processors, beneficiary groups, other private sectors.
- Technical support to field staff to establish saving and credit activities and actively manage in field-level activities.
- Manage the field survey and assess the existing habits of food, nutrition, post-harvest management practices, and food safety practices in the targeted communities
- Supervise and manage the field activities such as the identification of required trainings for saving and credit group and agro processing group, provide training, delivery of processing kits, operation and maintenance training and project related activities
- Manage training sessions, prepare report for each session and submit to the Project Manager, Programme Manager and funding agency.
- Monitoring on the project activities and sustainable use of the processing equipment/ materials and submit report to Project Manager, Programme Manager and funding agency.
- To communicate with technicians from the funding agency regularly.
- Leading the linkage of financial institutions, machinery service providers, technical service providers, inputs suppliers and better access for improved markets.
- Leading the linkages between processor groups and market actors to access better market platform.
- Submission of deliverables, reports and special event reports to donors.
- Assist to Project Manager in order to prepare interim project progress reports and final narrative report including photo documents.
- To perform any other assignments were given by Head of Mission and Programme Manager.
- Be responsible for managing the Project budgets including regular monitoring of expenditure against budget.
- Support to Project Manager in developing the monthly budget forecast, checking to financial supporting documents and daily supervision of utilizing the project's resources.

Qualification and experiences

- Applicants should have a University Master Degree in Agricultural Economics, Development Studies, Public Administration and Business Administration and other related fields of saving and credit and agro-value chain.
- Applicants must have at least 7-10 years of experience in both the agro-value chain, value added and community-level saving and credit schemes.
- Good communication skills, previous experience in similar program as local contexts would be an asset
- Strong management skill, facilitation, leadership skills and accountability must be have.



- Applicants must have a positive attitude toward problem solving and conflict resolution; ability to effectively liaise with local stakeholders.
- Applicants must have strong project cycle management skills, able to support proposal writing to Programme Manager and Project Manager.
- **Good report writing in English and speaking in English are mandatory requirements**
- Applicant must be able to report in English and perform any other assignments given by Project Manager, Programme Manager and Head of Mission
- Applicant must be able to travel to the villages; this is a mandatory requirement under difficult situations.
- Other: Good knowledge of project region context, willing to overnight in remote area according to the project activities; Ability to work under pressure, flexible to work overtime and adapt to different situations as required.

Code of Conduct and Safeguarding

- CESVI has a zero tolerance approach to any harm to, or exploitation of, a child or a vulnerable adult by any of our staff, related persons or partners.
- CESVI commitment to being a safe organization begins with the staff recruitment process which includes meticulous checks, such as criminal records checks or check disclosure of previous convictions, to ensure children and vulnerable people are safeguarded and abuse is prevented. Safeguarding checks are part of the selection process performance.

Deadline for Applications: 18th June 2025, 12:00 PM MMTIME

How to apply

CV & Cover Letter only to be sent to

myanmar.ala@cesvioverseas.org

Notes:

- Additional information will be required only in case of pre-selection and short listing.
- **Only those who meet the basic requirements will be considered for the short listing.**
- **Only those shortlisted will be contacted for an Interview.**
- As the post is required as soon as possible, CESVI reserves the right to select candidates and fill the position before the final date for applications.

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