

<b>Position title</b>	:	<b>Project Manager</b>
No. of Post	:	(1) Post
Project	:	<b>Emergency Response for PKU and Langkho</b>
Duty Station	:	Pakokku Township (Responsible for Pakokku and Langkho, frequently travel to project areas)
Report to	:	Programs Manager
Contract type	:	Full-time employee
<b>Application Deadline</b>	:	<b>16.6.2025, 5:00 pm</b>

Guardian was established in July 2010 named as a Guardian. Guardian is a non-Government organization working in Magway Division in Myanmar implementing the related to child care program, capacity building program, applied policy program and community service program. Guardian goal is **“To continue professional development knowledgeable, skilled and productive good citizens”**. Guardian value **Morality and Wisdom**. And Our Moto is **“Education’s Base on – Good Citizen”**.

## Project Background

In Langkho District (Southern Shan State) and Pakokku District, communities are facing severe humanitarian challenges due to recent flooding and ongoing conflict. In Langkho, the Yagi storm affected around 150,000 people, with 24,286 severely impacted. Floodwaters damaged homes, infrastructure, and destroyed 65% of farmland, driving up food prices and increasing malnutrition risks. Water contamination affected over 40% of wells and 30% of open sources, posing a high risk of disease. In Pakokku, flooding and conflict have displaced many families, leading to an influx of IDPs within the last months. Rising house rents, limited job opportunities, and high costs of basic goods have placed heavy pressure on already vulnerable households. Although some aid has been provided in both areas, it remains insufficient, with many needs unmet. To address these urgent gaps, Life-Saving Sectoral Cash Assistance is proposed as a flexible and effective way to help affected families meet critical needs such as food, shelter, WASH, and healthcare.

## Key Responsibility

### 1. Project Planning and Implementation

- Develop and implement flood response plans, including risk assessments, timelines, and resource allocation.
- Coordinate flood response activity of the distribution of MPCA

- Monitor project progress and make adjustments as needed to meet objectives.

## 2. Team Leadership and Coordination

- Manage a team of staff and volunteers, ensuring they are properly trained and supported.
- Foster collaboration between teams, including logistics, Finance and MEAL
- Act as the primary point of contact for field teams during the response.

## 3. Stakeholder Engagement

- Liaise with local authorities, community leaders, partner organizations, and donors.
- Represent the NGO in coordination meetings and advocate for resources or policy changes as needed.

## 4. Budget and Resource Management

- Oversee financial planning and management of the project budget.
- Ensure efficient use of resources and adherence to donor guidelines and organizational policies.
- To ensure and accountable on Approval and Expenditure of Project Budget.

## 5. Monitoring, Evaluation, and Reporting (MEAL)

- Develop and implement monitoring frameworks to track project outcomes.
- Collect data and ensure timely submission of progress and impact reports.
- Document lessons learned to improve future flood response projects.

## Key Communication Skills

### 1. Internal Communication

- Effectively communicate with team members to ensure clarity of goals and roles.
- Use concise, clear, and culturally sensitive language in instructions and updates.

### 2. External Communication

- Build trust and maintain open lines of communication with affected communities.
- Provide clear, factual updates to stakeholders, including donors and media, while maintaining confidentiality and respect for beneficiaries.

### 3. Crisis Communication

- Respond calmly and efficiently in high-pressure situations, ensuring accurate information flow.

- Address conflicts diplomatically and resolve misunderstandings quickly.

## Personal Specifications

### 1. Qualifications and Experience

- Bachelor Degree in any discipline is essential (preferable in disaster management, humanitarian studies, or a related field).
- Proven experience managing emergency or flood response projects.

### 2. Skills

- Strong leadership and decision-making abilities.
- Knowledge of disaster response standards (e.g., SPHERE) and local contexts.
- Proficiency in project management tools and software.

### 3. Personal Traits

- Resilience and adaptability to work in challenging and unpredictable environments.
- Empathy and cultural sensitivity in dealing with affected communities.

## Integrity

### 1. Ethical Conduct

- Uphold the principles of neutrality, impartiality, and non-discrimination in all activities.
- Follow the NGO's Code of Conduct and ethical standards strictly.
- Must be free any criminal case and well understood about Child Safe Guarding Policy.
- Must be understand and sign Child Safeguarding Policy, Humanitarian Principles, PSEA and COC.
- Must be obey Guardian's all policy and procedures.

### 2. Transparency

- Ensure accountability in financial management, reporting, and use of resources.
- Promote participatory decision-making with community involvement.

### 3. Confidentiality

- Handle sensitive information about beneficiaries, staff, and stakeholders with discretion.

### 4. Commitment to Protection

- Prioritize the safety and dignity of beneficiaries, especially vulnerable groups like women, children, and persons with disabilities.



**Application Process:** Interested candidates are invited to submit their **application letter with expected salary, and CV with three referees** (PDF format) to: **Email:** [hr.guardian1@gmail.com](mailto:hr.guardian1@gmail.com) (or) In person to **Head Office-** Guardian Network, Ward (12), Nga Gyin Street, Pakokku, Phone: 09-260254542.

**Deadline:** Applications must be received by **5:00 PM, [June 16, 2025]**. Please clearly mention the **position title** in the subject line of your email. Only shortlisted candidates will be contacted.

**Guardian is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQI and People with disability are also encouraged to apply. "Priority will be given to local applicants only."**