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**VACANCY ANNOUNCEMENT**

**ASSISTANT PROJECT MANAGER – MANDALAY / SAGAING**

MEDACROSS ONLUS Myanmar Country Office is URGENTLY seeking applications for the “**Assistant Project Manager**” position (Burmese Nationals only) to assign to Mandalay and Sagaing activities.

Expected Duration of Assignment: 6 months (1 month probation / renewable)

Starting date: As soon as possible

Area responsible: Mandalay and Sagaing

Duty station: Mandalay

Salary: 500 USD

Vacancy Closing Date: as soon as suitable candidate will be selected

**Background Information**

MedAcross is a non-profit organisation, established in 2016 by a group of doctors with the aim of treating people who do not have access to the right to health and prevention in the World. MedAcross currently operates in Myanmar, Thailand, Sri Lanka, Rwanda and Somaliland with a horizontal approach, not focusing on a solely health and emergency response, but promoting multi-sectoral development for communities.

The cooperation model applied by MedAcross is strongly focused on constant dialogue with the stakeholders and local communities with whom the projects are implemented, integrating health needs with synergetic development objectives (e.g. health and nutrition, health and livelihoods, health and labour rights).

From the 30th of March, MedAcross activated an emergency response to the earthquake to support vulnerable population in Mandalay region with medical and humanitarian support.

**Short summary of the post:** An **Assistant Project Manager (APM)** supports the **Project Manager and Country Coordination Team** in planning, executing, and finalizing projects. He/she involves coordinating tasks, managing schedules, tracking budgets, and ensuring projects meet deadlines. APM communicate with stakeholders, assist in safety and security management, and assist in administrative duties like documentation and reporting.

**Detailed List of expected tasks:**

1. Assist and collaborate in implementing recovery support activities in the target area.
2. Coordinate with local partner for the implementation of the activities.
3. Conduct need assessments to identify gaps in services for target populations.
4. Collect and analyze data.
5. Coordinate with government agencies, NGOs, and CBOs (Community-Based Organizations).
6. Assist in planning, executing, and monitoring of project activities.
7. Assist in preparing financial and narrative reports as per donor requirements.
8. Conduct stakeholder and advocacy meetings within the MedAcross targeted area.
9. Participate in community training, campaigns, events, and workshops related to the project activities.
10. Implement security policies and guaranty the safety of the project staff.
11. Flexible to travel and stay overnight as required by the project activities.
12. Perform any other tasks as assigned by the line manager.

**Essential requirements**

1. Strong interpersonal communication skills
2. Candidates committing to a long-term career in humanitarian aid will be prioritized
3. Strong interest and motivation to work in a charity project
4. Relevant experience working in a developing country and/or humanitarian context
5. At least 2 years of relevant professional experience
6. Ability to work and live with a diverse team
7. Computer skills
8. Vehicle availability
9. Flexibility and adaptability

**Lines of authority:**

- Works under project manager and program coordinator.

- Work with: All the other national and international staff

**Required Qualifications and Experience:**

* Bachelor’s degree in Public Health, Social Sciences, International Development, or a related field.
* Previous experience in related field activities, preferably in the health sector
* Proficiency in MS Office (Word, Excel, PowerPoint).
* Ability to work under pressure and manage multiple tasks simultaneously.
* Good level of English

Applications can be made by email as soon as possible sending your CV to BOTH pm.kawthuang@medacorss.org and p.coordinator@medacross.org.

Applicant profiles will be immediately evaluated after reception of the application and the vacancy closed once a suitable candidate will be selected.

MEDACROSS operates on national and international level, in keeping with the general guidelines of the laws on cooperation with developing countries, and aims to contribute to the objective 3 of the Sustainable Development Goals (SDGs) , which aspires to ensure health and wellbeing for all, through a courageous commitment to end the AIDS epidemic, tuberculosis, malaria and other communicable diseases and to achieve universal health coverage, by 2030, that ensures access to drugs and vaccines for all.

MEDACROSS does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.