



Future Light Youth Development Organization

Bogyoke Road, Monywa Township, Sagaing Region, Ph 09-401504504, 09-942230099

VACANCY ANNOUNCEMENT

Date: 19-5-2025

Job Title	Program Manager
Department	Program Department
No. of Position	1
Duration	Up to September 2025
Location	Sagaing and Magway Region
Employment Type	Full Time

About FLYDO

Future Light Youth Development Organization is dedicated to fostering sustainable development in Myanmar, with a focus on utilizing local resources and enhancing community resilience. In a region facing environmental challenges, the organization works toward environmental protection, disaster relief, and socio-economic growth. By promoting inclusive approaches, they aim to empower local civil society organizations and nurture human potential, ensuring long-term development that benefits the community and strengthens its capacity to address pressing needs.

FLYDO Myanmar is now seeking for a suitable passionate national candidate for Program Manager Position at Sagaing and Magway Region.

Position Overview:

The Program Manager will lead the planning, implementation, and monitoring of the WFP-funded project under FLYDO, ensuring timely and effective delivery of food assistance and related activities to vulnerable communities. This role involves managing field operations, coordinating with stakeholders including WFP and local authorities, overseeing staff and partner performance, and ensuring compliance with donor requirements and FLYDO's internal policies. The Program Manager will also be responsible for tracking project indicators, managing budgets, and producing high-quality reports that demonstrate the impact and efficiency of the interventions. This position requires a results-oriented leader with strong organizational, communication, and problem-solving skills to support FLYDO's mission in improving food security and resilience among target populations.

Key Responsibilities:

Program Management and Coordination

- Develop and execute detailed implementation plans for the WFP project, ensuring alignment with FLYDO's mission and WFP's strategic objectives.
- Coordinate and supervise all project activities to ensure timely delivery of food assistance, proper budget utilization, and full compliance with WFP and donor requirements.
- Facilitate effective communication and collaboration among field teams, logistics staff, and stakeholders to streamline operations and achieve program targets efficiently.



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Team Leadership and Capacity Development

- Supervise and mentor project team members, fostering a collaborative and productive work environment.
- Provide guidance and support to enhance team members' skills and performance.
- Organize training and capacity-building initiatives to strengthen project implementation and sustainability.

Stakeholder Engagement and Partnership Building

- Act as a primary point of contact with donors, local authorities, community organizations, and other stakeholders.
- Build and maintain partnerships with relevant entities to support project objectives and expand FLYDO's network.
- Represent FLYDO in external meetings, workshops, and conferences related to program activities.

Monitoring, Evaluation, and Reporting

- Design and implement monitoring and evaluation frameworks to assess the progress and impact of each project.
- Regularly review project outcomes, providing insights for strategic improvements.
- Prepare and submit high-quality reports, data analysis, and impact assessments to FLYDO management and relevant donors.

Budget and Resource Management

- Oversee project budgets, ensuring responsible use of funds, timely reporting, and adherence to financial policies.
- Work closely with the finance team to track expenditures, forecast resource needs, and maintain accurate financial records.
- Identify funding opportunities and support the development of grant proposals.

Risk Management and Problem Solving

- Identify potential risks across projects and develop contingency plans.
- Address challenges as they arise, coordinating with teams to develop solutions that maintain project continuity.
- Ensure all project activities comply with local laws, regulations, and FLYDO policies.

Qualifications and Experience

- Bachelor's degree in Development Studies, Project Management, Social Sciences, or a related field; a master's degree is preferred.



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- At least 5 years of experience managing multiple projects within an NGO or community development organization.
- Proven experience in program design, project implementation, and team leadership.

Skills and Competencies

- Strong organizational, leadership, and interpersonal skills.
- Excellent problem-solving abilities and capacity to work in dynamic environments.
- Experience in monitoring and evaluation, data analysis, and high-quality report writing.
- Proficiency in budget management with an emphasis on accountability and transparency.
- Skilled in project management tools and MS Office suite.
- Excellent command of English and Myanmar, with strong translation skills in both written and spoken forms.

Working Conditions

- Based in Sagaing Township, with potential travel within Myanmar as required by the project.

To Apply: Interested person should submit the application letter, curriculum vitae with relevant documentation and a recent photo to the flydomyanmar@gmail.com.

If sending your application via email, please mention the position and location applied for in the subject line.

For in-person submissions, please deliver your completed application form to one of the designated FLYDO branch locations listed below;

FLYDO has a zero-tolerance policy towards sexual exploitation, abuse, and harassment (PSEA). All staff are expected to uphold the highest standards of behavior and comply with FLYDO's PSEA policy at all times. Breaches of this policy will result in disciplinary action, up to and including termination of employment.

Only short-listed candidates will be contacted. Future Light Youth Development Organization is committed to fostering diversity and inclusivity and encourages all qualified individuals to apply. Future Light Youth Development Organization is committed to diversity and inclusivity.