



Future Light Youth Development Organization

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

VACANCY ANNOUNCEMENT

Date:

Job Title	Project Manager
Department	Program Department
No. of Position	5
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 Project Manager Position at multiple Townships.

Position Overview:

The Project Manager for the WFP Food and Nutrition Distribution Project will lead the planning, implementation, and monitoring of food distribution and nutrition programs, ensuring timely and effective delivery to beneficiaries. This role requires a highly organized and experienced project manager who can manage logistics, coordinate with stakeholders, and ensure compliance with WFP and FLYDO standards.

Key Responsibilities:

Project Planning and Implementation

- Assist the Program Manager in implementing the WFP food and nutrition distribution activities according to the project plan.
- Develop and perform detailed project plans for food distribution, coordinating all phases of the project in alignment with WFP guidelines.
- Oversee logistics planning for food distribution, including storage, handling, and transportation, to ensure timely delivery to target communities.
- Ensure that distribution processes meet quality and safety standards and are culturally appropriate.

Team Management and Capacity Building



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- Supervise and lead a team of project staff, including field workers, logisticians, and volunteers, fostering a collaborative environment.
- Provide training and guidance on best practices in food distribution, nutrition awareness, and beneficiary interaction.
- Conduct regular team evaluations to monitor performance and provide ongoing development opportunities.

Stakeholder Coordination and Community Engagement

- Act as the primary liaison between FLYDO, WFP, local government authorities, and community leaders.
- Engage community stakeholders to promote awareness of the project and encourage participation.
- Facilitate coordination with local authorities and partners to ensure smooth project operations.

Monitoring, Evaluation, and Reporting

- Implement monitoring and evaluation systems to track the effectiveness and impact of food and nutrition distribution activities.
- Conduct field visits to monitor project progress, collect feedback, and ensure adherence to operational standards.
- Prepare timely reports for FLYDO and WFP, including data analysis, beneficiary feedback, and lessons learned.

Budget and Resource Management

- Manage project budgets, ensuring all expenses are aligned with WFP and FLYDO financial guidelines.
- Monitor resource utilization to prevent shortages or overstocking, maintaining accurate financial records and inventory tracking.
- Identify additional resource needs and coordinate with FLYDO management for support and funding opportunities.

Risk Management and Compliance

- Identify and mitigate risks associated with food distribution, such as safety concerns, resource shortages, and logistical challenges.
- Ensure project activities comply with WFP standards, FLYDO policies, and local laws and regulations.
- Maintain records of all distribution activities and ensure compliance with donor reporting requirements.



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Qualifications and Experience:

- Bachelor's degree in Nutrition, Public Health, Project Management, Development Studies, or related field; a master's degree is preferred.
- Minimum of 5 years of experience managing food distribution or nutrition projects, ideally within an NGO or humanitarian setting.
- Demonstrated expertise in project planning, logistics management, and team leadership.
- Experience in working with WFP or similar international agencies are a strong advantage.
- Excellent command of English and Myanmar, with strong translation skills in both written and spoken forms.

Skills and Competencies:

- Strong leadership, organizational, and interpersonal skills.
- Proficiency in monitoring, evaluation, and report writing.
- Budget management skills, with a focus on compliance and transparency.
- Familiarity with relevant project management tools and the MS Office suite.
- Ability to communicate effectively with diverse stakeholders, including community members and local authorities.

Working Conditions:

- Based in multiple Townships, 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.