

ABOUT US

CARE is an international development and humanitarian aid organization fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organization, CARE works with communities to help overcome poverty by supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE Myanmar's programs focus on four key impact areas: Crisis Response; Food Water and Nutrition, Health, and Gender Equality (GBV, women voice and leadership and adolescent girls). All the work we do is based on a Theory of Change addressing Gender Inequality, locally led solutions, and being globally connected.

CARE Myanmar is looking for a suitable candidate for the following position:

Senior Project Officer National Only

Basic Salary + 13th Month Pay Benefit + Other Benefits

Grade:	D
Duty station:	Mawlamyine
Supervisor:	Area Program Manager
Number of Post:	1
Contract Type:	Fixed Term
Application Deadline:	20 March 2025

PURPOSE OF THE ROLE

The Senior Project Officer works directly under the supervision of Area Program Manager contributes to the achievement of the humanitarian program priorities of CARE International in Myanmar. This position will perform both projects implementation and MEAL activities in close consultation & collaboration with Area Program Manager and CARE's technical team. This position is to ensure the technical quality and support the day-to-day implementation of CARE and Partners including humanitarian project's planning, monitoring, reporting and accountability activities in accordance with the Humanitarian Response Strategies and Plan of CARE International in Myanmar.

This position is required to travel to communities frequently and overnight stays may be required.

MAIN RESPONSIBILITIES

PLANNING AND IMPLEMENTATION IN HUMANITARIAN PROJECTS

- Apply technical skills and expertise in FWN and Humanitarian Assistance to support the successful implementation of project initiatives as well as to support monitoring, evaluation, learning and accountability;
- Build a healthy relationship with local partners and civil society organizations in implementing project initiatives;
- Support in engaging with key stakeholders and facilitating cooperation, planning, implementation, and evaluation of project activities;

- Assist in the development of Detailed Implementation Plan (DIP) for the project to enable project implementation effectively.
- Assist Area Program Manager for Managing budgets, submitting financial records and overseeing timely financial accounting and acquittals for project activities;
- Support to ensure timely submission of reports to the line manager;
- Contribute to CARE's core humanitarian standards, objectives including contributing to the CARE's program strategy, vision and mission;
- Support ongoing emergency preparedness processes and response and preparedness training for local partners in Southern Shan and Kayah state;
- Support ongoing surveillance of the humanitarian situation and recommend changes to programmatic activities, accordingly, including early warning signals; and
- Assist in the project design, logistics planning, implementation, and analysis of local context.
- Participate in regular coordination meeting with partners

MONITORING AND EVALUATION

- Monitor the progress of project activities vs DIP, ensuring they are completed on time, within scope, and within budget. Inform Area Program Manager where necessary to mitigate risks or address challenges;
- Assist in the development, refinement, compilation and review of M&E systems and tools including the database for CARE CO level and partners at field levels;
- Conduct regular monitoring and evaluating of project activities collaboration with local implementing partners and produce the report;
- Ensure that the respective partners' team collect accurate data and information as set out in the Monitoring & Evaluation plan;
- Under the guidance of MEAL Advisor, consolidate and validate the database of Monthly Activity Tracking Sheet, Monthly Progress Report from field level and local implementing partners;
- Support MEAL Advisor in ensuring that data are of high quality, analyzing M&E data and developing M&E reports in line with donor requirements;
- Support in carrying out the quarterly, mid-term, and annual reflections as well as evaluations of project activities; and
- Support effective knowledge management through participation in technical studies/survey collection, contribute input in key technical documents and reports, sharing good practice, lessons learned, and knowledge and or information exchange.

STRENGTHENING PARTNERSHIP

- Build professional and mutually respectful relationships with local implementing partners;
- Ensures that monitoring, evaluation, learning and accountability data is used throughout the project management cycle for mutual improvement of partners and CARE;
- Ensure the M&E roles between CARE and partners are clear with a strong understanding of their role and contribution to project objectives and the deliverables;
- Apply a 'partner-led' approach in project implementation having understanding of CARE's Partnership Standards. Support the selection of partners at field level for new projects or new phase of the projects.

- Support in the capacity strengthening of partner organizations in collaboration with Partnership Advisor.

COORDINATION AND NETWORKING

- Participate in relevant forums, workshops, meetings, or other events as required.
- Provide clear explanations of the Project and CARE's work in Myanmar to key stakeholders to build positive working relationships; and Present in the coordination meeting with relevant United Nations (UN), Clusters, Working Groups, International/Non- Governmental Organizations (I/NGOs) meetings relevant to FWN and emergency and humanitarian response in southern Shan and Kayah State sub national level.

OTHER RESPONSIBILITIES AS ASSIGNED

Responsibilities on Safety and Security, Gender and Inclusion and Safeguarding and Child Protection:

- This position is expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement.
- Gender equality and inclusion are fundamental at CARE, promoting equal rights and challenging discriminatory norms to achieve social justice. We foster an inclusive workplace respecting diverse gender identities, abilities, backgrounds, and experiences through dialogue, training, and diversity initiatives.
- All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, including sexual harassment, exploitation, and neglect. Regular monitoring ensures accountability to uphold these principles and support our mission of social justice and poverty alleviation.

EXPERIENCE AND QUALIFICATIONS:

- Minimum bachelor's degree in computer, social science or other relevant field; and/or minimum technical diploma and/or 3 years relevant work experience in organizational development or capacity strengthening in working with Civil Society Organizations;
- Specialized technical skills and experiences in project management, monitoring, evaluation, learning and accountability but working experience with local implementing partners is highly desirable;
- Experience in designing and implementing MEL tools and processes particularly on humanitarian programs Computer literacy in data management and analysis programs: advanced Excel, statistical software, and mobile data collection applications. Knowledge of advanced excel and familiarity with KOBO is preferred;
- Ability to maintain comprehensive records and filing systems;
- Demonstrated experience in following standard policies, procedures and processes including the management and acquittal of a cash advance;
- Good communication skills in Myanmar;
- Demonstrated understanding of gender equality and women's empowerment, and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity;

- Demonstrated good leadership, interpersonal, training and facilitation skills, sound judgment, planning, decision making and problem solving and
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality.

HOW TO APPLY

To apply for this rewarding position please send the following information and documents to the address below.

- a cover letter stating against the selection criteria maximum 2 sentences for each selection criteria.
- a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager.
- your expected salary mentioned in your application.

The subject of the application should include “**Position Title and Duty Station**”. Only successful candidates will be contacted for an interview.

Human Resources Department
 CARE International in Myanmar
 No. 3, Mya Sabai Street, Parami Yeikthar,
 Yankin Township, Yangon, Myanmar.
 Email: MMR.Jobs@care.org

OUR COMMITMENT TO INCLUSIVE WORKFORCE

CARE Myanmar is an equal opportunity employer committed to a diverse workforce. All qualified applicants are encouraged to apply, including women, LGBTQI+ individuals, people with disabilities, members of ethnic minorities and members of other marginalized groups.

OUR VALUES AND COMMITMENT TO SAFEGUARDING

CARE Myanmar is committed to protecting the rights of children. CARE Myanmar reserves the right to conduct screening procedures to ensure a child safe environment. CARE Myanmar participates in the Steering Committee for Humanitarian Response's Misconduct Disclosure Scheme. CARE Myanmar reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer. All offers of employment will be subject to appropriate screening checks. By submitting the application, the job applicant confirms that s/he has no objection to CARE Myanmar requesting the information specified above.

CARE places human dignity at the center of its relief and development work. At the heart of CARE's efforts to impact poverty and social justice is its engagement with marginalized communities, and vulnerable adults and children. Vulnerable adults and children are particularly at risk of sexual exploitation and abuse. CARE commits to the protection from sexual harassment, exploitation, and abuse (PSHEA) of vulnerable adults, involving CARE Employees and Related Personnel. CARE has zero tolerance towards sexual exploitation and abuse and child abuse. CARE takes seriously all concerns and complaints about sexual exploitation and abuse and child abuse involving CARE Employees and Related Personnel.