

Who we are?

As a global leader, CARE is shaping the future of the humanitarian and development sector. Each year, we deliver support and services to millions of people in over a hundred countries. We do this by focusing on our mission and living the values that drive our organization. A career at CARE is an opportunity to be part of a movement that brings communities together to solve complex problems and foster lasting change throughout the world. We seek individuals who are passionate about humanitarian and development work, collaborate well with others, embrace learning and innovation, and deliver results.

What it's like to work at CARE?

CARE is a mission-driven international humanitarian aid and development organization that offers an opportunity to work with people across the world. Not a day will go by that you won't learn something profound, meet an expert, or write a sentence that can change a life. We are committed to an environment where everyone can succeed.

CARE in 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:	Mandalay
Supervisor:	Project Manager/ Consortium Program Manager
Number of Post:	3
Contract Type:	Fixed Term
Application Deadline:	28 May 2025

Due to the urgent requirement of the position, the applications will be considered on a rolling basis and may be filled during the advertising period.

PURPOSE OF THE ROLE

The Senior Project Officer (SPO) is responsible for the day-to-day delivery of projects in Myanmar Earthquake Response in focusing on CVA and Protection/Gender-Based Violence component by ensuring technical trainings and support is provided for the local implementing partners and key stakeholders to meet the projects' results. This position will perform both projects implementation and MEAL activities in close consultation & collaboration with Project Manager/ Consortium 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 will contribute to the development and implementation of CARE's CVA standard, Gender-Based Violence Strategy and Program Strategy.

This position is required to travel to communities frequently.

MAIN RESPONSIBILITIES

PROJECT PLANNING AND IMPLEMENTATION _____ 30% of time

- Together with the Project Manager/ Consortium Program Manager, prepare the project's work plan, monitoring plan and budget for field office and support the local implementing partners for development of project work plan and budget.
- Apply technical skills and expertise in Gender and Gender-Based Violence (risk mitigation, prevention and response including PFA, Women and Girl Friendly Space/mobile Friendly Space, MHPSS) 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 PM 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;
- Assist in the project design, logistics planning, implementation, and analysis of local context.
- Participate in regular coordination meeting with partners

TECHNICAL ASSURANCE AND SUPPORT _____ 25% of time

- Act as a technical focal person on Gender and GBV at field level, he/she needs to ensure the technical concepts are well understood by the CARE, local implementing partners and relevant stakeholders to deliver the projects of high technical quality and in line with international standards
- With the technical backstopping from Technical Advisors, lead the technical training at field level for local implementing partners and other relevant stakeholders; support the local implementing partners to deliver the training with community members.
- Develop, adapt and modify the training materials for local partners and community in line with the local context.
- Produce reports on each training session or meeting, including technical analysis and interpretation.
- Play the key role of coordinating with GBV Coordination Groups and other clusters or working groups in the region to strengthen the coordination for GBV services including referral mechanism
- Engage with other key stakeholders in the region to facilitate learning, sharing and exchange purposes.

TECHNICAL ASSURANCE AND SUPPORT _____ 25% of time

- Monitor the progress of project activities vs DIP, ensuring they are completed on time, within scope, and within budget. Inform PM 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 _____ 15% of time

- 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 at the sub national level.

OTHER RESPONSIBILITIES AS ASSIGNED _____ 5% of time **Responsibilities on Safety and Security 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.
- All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, including sexual harassment, exploitation, and neglect.

EXPERIENCE AND QUALIFICATIONS:

Education/Training

- Minimum bachelor's degree in social or gender or community development studies or other related fields and/or minimum technical diploma and/or 3 years relevant work experience in the Protection especially for Gender-Based Violence and women empowerment thematic area of work preferably with an International Non-Government Organization (INGO)

Experience/Technical Skills

Required

- Proven experience in managing projects preferably Gender and Gender-Based Violence focus projects including strong experience working with local implementing partners
- Proven skills and experience in managing the projects Women and Girl Friendly Space, PFA and MHPSS
- Proven skills and experience in facilitating training and capacity-building, including an understanding of adult learning principles and participatory methodologies

Desired

- Experience working in projects implementing CVA is an advantage.
- Demonstrated experience in following standard policies, procedures and processes and ensured the implementation of detailed transactions.
- Demonstrated good leadership, interpersonal, training and facilitation skills, sound judgment, planning, decision making and problem solving.
- Demonstrated organizational and time management skills, working in a team and the ability to work under pressure and to organize and manage workload to meet deadlines.
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality.
- A willingness to learn about CARE, gender equality and women's empowerment activities.
- Minimum good oral communication and writing in both Myanmar and English language, and
- Fully conversant in desktop-based programs, including word processing packages and power point.

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 is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.

OUR VALUES AND COMMITMENT TO SAFEGUARDING

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.