

Plan International Myanmar

Job Advertisement for Deputy Program Manager

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts.

In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

Position	: Deputy Program Manager
Report to	: Program Unit Manager
Number of Position	: 1 Position
Location	: Nyaung U Program Unit Office
Assignment Type	: One-year contract with possible extension
Application Closing Date	: 21 st April 2025, 5:00 PM
Travel Percentage	: 50%

Job purpose:

The Deputy Program Manager will manage the “Thanaka: Girls’ Power Project” of Plan Myanmar in project area. This is a gender equality targeted project where gender equality and the empowerment of women and girls are the key principle of initiative. It is designed to address gender inequalities through integration of health-related activities of sexual reproductive health for youth and adolescent (YAS and SRHR), youth economic empowerment (YEE) and gender empowerment (GE) activities.

The Deputy Program Manager will ensure this integrated project is well planned, organized, evidence based, monitored and evaluated. S/He will ensure the effective project implementation in target areas through coordination with respective technical advisory teams. S/He will manage the day to day implementation, managing project cycle, regular coordination with Plan’s National Office (NO), stakeholder relationships and implementing a robust M&E system as accordance with organizational guidelines.

The Deputy Program Manager will play a key role in implementing the objective of programme in all target locations focusing on vulnerable adolescents and youth’s access to decent work, entrepreneurship and leadership opportunities through receiving quality of services on YAS/SRHR, YEE, GE and close coordination with MERL team.

The Deputy Program Manager will develop the capabilities of staff and partners to support the achievement of the project goals. S/He will need to work with the technical advisory team for business acquisition including the finance and grant team for budget oversight spending ratio and project reporting requirements.

Dimension of the Role:

- Manages the implementation of the Thanaka project in day-to-day project management, project cycle management, stakeholder relationships through coordination with technical advisory team.
- Oversees project budget about USD 3M+ for four years and is accountable for achieving the project desired results in line with the project contractual document and the agreed framework.
- Coordinates with program development, quality and design team to obtain timely technical inputs in perspective of YAS/SRHR, GE, YEE and MERL.
- Supervises project team in target townships to ensure the respective project implementation activities are gender transformative and human centered approaches.
- Monitors the timely and efficient implementation based on work-plan and allocated budgets
- Coordinates and works with Plan's National Office for regular reporting in project progress, challenges, lesson learned and budget provisions.

Key Responsibilities:

Programme Design, Implementation and Management

- Implements the project objectives in line with global, national priorities and donor requirements
- Ensures that the project is in line with Plan Myanmar's Country Strategy, influencing plan, partnership guidance on Gender and Disability Inclusion standards and principles.
- Delivers the implementation of a high quality the project integration, expansion and growth of existing projects and strengthening links with other sectors such as early childhood care, child development, nutrition, YAS/SRHR, YEE and social cohesion.
- Maintains an overview of project budgets and ensure consistent project spending in line with Plan's policies and donor requirements.

Monitoring and Evaluation

- Manages the detailed M&E plans and that project learnings from programme design and implementation for continuous improvement.
- Involves in digital platform monitoring system at the field level in collaboration with Monitoring, Evaluation, Research and Learning (MERL) team.
- Conducts regularly monitoring the projects to facilitate ongoing knowledge management within Plan.
- Manages the regular auditing and evaluation process with respective person.
- Manages a reporting mechanism linked to a corresponding PMERL system that generates timely and quality reports.
- Produces timely and high quality quarterly and annual programme reports for internal and external stakeholders through coordination with Plan's national office.

Leadership, Representation, and Influencing

- Provides leadership to project team for fulfilling performance management standards
- Ensures that the project is aligned with country strategic plan and integrated approach that vulnerable adolescents and youth have increased access to the project services in target areas.
- Ensures to integrate the national influencing plan for the project-related outcomes.

Resource Mobilization

- Assists in proposal development, and work closely with the program development, design and quality (PDQ) team on proposal designs and budget allocation in line with CSP.
- Provides initial data and information as the requirement of the potential proposal development.

- Ensures all project documents have measurable indicators and contain evidence-based monitoring and evaluation procedures before submissions.

Partnership Management

- Establishes in assisting the advisory board for adolescents and youth development including employment and entrepreneurship, cultivate strong relationships with the advisory board members and coordinate quarterly meetings.
- Manages, through close collaboration with partners, the establishment and implementation of standards of accountability, effectiveness and efficiency in the achievement of Plan's domains and principles.
- Identifies and assesses the best partners for Plan Myanmar to work considering capacity enhancement, organizational vision-mission, accountability, and past performance.
- Identifies the capacity building needs of project and partner staff and design ways to build the capacity continuously.

Team Management and Development

- Manages the Project staff who are based in field/program unit and provides project related technical supports to them through coordination with head of program unit.
- Ensures effective collaboration and coordination at the country office (CO) and in the field and troubleshoot as needed

Safeguarding and PSHEA

- Ensure programmes procedures and guidance incorporate measures described in the standard "Designing and Delivering Safe Programmes and Influencing and Research Work".
- Deliver programmes activities such as reporting in line with the standard "Designing and Delivering Safe Programmes and Influencing Work".
- Ensure all staff under line management are competent to conduct their work in line with the standards "Designing and Delivering Safe Programmes and Influencing Work", "Working with Safe Partners" and "Building Positive and Safe Relationships with Children and Programme Participants".
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Assist to DPI to ensure departmental procedures and guidelines are adapted to incorporate Safeguarding and PSHEA measures described in Business Standards.
- Promote the importance of safeguarding and PSHEA to colleagues, and children, their families, beneficiaries, and the wider community.
- Ensure that all staff under line management fully understand their role and responsibilities for safeguarding and PSHEA and manage performance accordingly.
- Apply all relevant standards to their area of responsibility.
- Identify and address gaps within implementing standards in area of responsibility.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.

Qualifications, Skills & Experience:

- Strong understanding of at least one technical area of the project activities.
- Bachelor's degree ideally in a subject related to management or development.
- Minimum five years of professional and management experience in the relevant fields.
- Have experiences in research and M&E.



Until we are all equal

- Have experiences in participatory methodologies.
- Understands organizational gender, safeguarding and PSHEA policies.
- Reflects on their value system and takes account of their biases towards individuals (including children and programme participants) in all their diversity.
- Understands the relevance of safeguarding and PSHEA including risks to programming work
- Have experience assessing and building capacity of CBO / CSO and local NGOs
- Good understanding and experience in digital platform
- Good understanding of developmental issues in Myanmar and how they relate to adolescent and youth development program.
- Good knowledge in planning, monitoring, evaluating programs and managing a pool of technical support.
- Positive interpersonal skills, Excellent people skills; team builder and leader
- Sound management skills, proven strategic relationship management skills
- Good English skills, Good negotiating and problem-solving skills, Good reporting and analytical skills
- Planning and monitoring, Coaching, mentoring, training and facilitation skills
- Ability to maintain strategic vision and link with everyday work
- Acts as a role model for the organization's commitment to non-discrimination, safeguarding and PSHEA and safeguarding standards
- Clear and effective communication that builds relationships in order to influence others
- Proactive, demonstrates creativity and entrepreneurship
- Accountability and responsibility for own performance
- Demonstrate high degree of professionalism and integrity
- Stays calm and adaptable to unforeseen change, Leading by example
- Understanding of integrated development issues and critical analysis of youth poverty.
- Understanding of country's development issues, trends, challenges and opportunities and implications to community development.

How to apply:

Interested candidates who meet the above requirements are required to submit a cover letter, a comprehensive CV and details of three referees via e-mail only to: Myanmar.CO@plan-international.org. Late applications will not be considered.

Subject line for application: **"Deputy Program Manager (Thanaka)_ Nyaung U"**.

Reference & background checks will be performed for successful candidates. Only shortlisted candidates will be contacted. Plan International is an equal opportunity employer and women are encouraged to apply. Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.

Early application is encouraged and highly recommended as we will review applications throughout the advertising period and reserve the right to close the advert early.