

Plan International Myanmar

Job Advertisement for Program Unit 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	: Program Unit Manager (PUM)
Report to	: Director of Programme Implementation
Number of Position	: 1 Position
Location	: Myitkyina, Kachin State
Assignment Type	: One Year contract with possible extension
Application Closing Date	: 21 st April 2025, 5:00 PM
Travel Percentage	: 25%

Job purpose:

Manage the operational and project specific needs of an individual PU and represent Plan International at PU level forums to establish Plan as an active contributor in relevant structures.

Dimension of the Role:

The PUM is responsible for management of all funds under their program unit and responsible for approving large purchases and for large cash handling of life saving cash base transfer project. The PUM will be responsible for direct line management of all operational staff and project managers at operating at Kachin PU, for actively perform high degree of representation at both State and National level working cluster and forums. This includes proactive engagement with humanitarian architecture, building relationships with local actors and ensuring the Plan International's conflict sensitivity approached is applied.

The PUM will ensure the effectiveness of Plan's partnership strategy in project implementation, will work diligently to maintain good relationships with relevant partners, and will identify and cultivate strategic avenues for collaboration between Plan International and Partners. The PUM will work closely with Director of Program Implementation in terms of program implementation and other PU related management. PUM will also need to consult of Director of Finance and Operations and Director of People and Culture for PU's operations and human resource management.

Key Responsibilities:

- Cultivate a cooperative and positive working environment for all staff members at the PU to ensure staff satisfaction and psychological security.
- Organize strategic design and coordination with project managers to ensure PU has a comprehensive assessment of needs and gaps in target areas.
- Provide quality analysis of needs and gaps in programming areas to CO Program Support Specialist (reporting) to ensure quality and relevant proposal development.
- Provide direct line management to Deputy Program Managers, Project Managers, Operation Team and to ensure their needs and work with them to identify address challenges and, where necessary, be able to clearly articulate needs of project staff to the Director of Programme Implementation.
- Establish, develop and maintain relationships with key stakeholders to ensure Plan International maintains acceptance from state level key stakeholders.
- Provide direct line management, resourcing and structural design to operations team at the PU to ensure proper support to all project implementation. Maintain information management system that allows for efficient communication and information sharing between CO and PU.
- Lead and provide strategic direction in the application of partnership strategy to complete the partnership assessment and to identify the required room for capacity development.
- Ensure all staff in the PU have a working understanding of gender integration in their programs and are providing sufficient resources to meeting gender objectives in their work such that gender remains a key priority for all project managers.
- Provide leadership to ensure all projects having current conflict analysis in place and to ensure projects comply with DNH principle.
- Provide leadership to establish good and harmonized team work, especially in challenging context.
- Have to aware the changing operation context and able to develop the plan accordingly.

Safeguarding and PSHEA

- Ensure the delivery Programme Unit Level operational and project activities in accordance with Plan International Global Safeguarding policies, procedures, standards and guidance including conducting risk assessments and implementing safeguarding and ethical protocols
- Guidance, design and deliver project activities in line with the safeguarding standard Delivering safe programming and influencing work
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy and discussing potential design or implementation with the children and programme participants.
- Ensure that staff understand their role and responsibilities for safeguarding and PSHEA and manage performance accordingly.
- Promote the importance of safeguarding and PSHEA to colleagues in other organizations and children, their families, beneficiaries, and the wider community.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.

Qualifications, Skills & Experience:

- Bachelor's degree in relevant field such as International Development, Public Administration.
- 5-10 Years of experience in programme implementation and humanitarian sector.
- Proven experience in Stakeholder coordination, working with UN agencies and with INGOs.
- Excellent networking and representation skills in both local and international platforms.
- Understanding of humanitarian principles and ability to articulate how they have complied and implemented them in the past
- Ability to use excel, word-processing and email (in Local and English language)
- Ability to organize assessment, research and evaluation fragile environment
- Ability to develop technical input and draft outline for interventions for project proposal (logical framework)
- Strong understanding or organizational development and partnership approaches
- Ability to draft donor reports in English language
- Ability to maintain information management systems that support M&E project frameworks
- Previous experience with field activity coordination and project management cycle implementation in the humanitarian sector.
- Ability to negotiate and communicate with village leaders.
- Ability to manage multiple budgets in parallel
- Experience with gender mainstreaming.
- Experience with child safeguarding and child-protection mainstreaming
- Experience in conflict sensitivity programming and DNH approach.
- Strong understanding of the Core Humanitarian Standards,
- Understanding of the cluster approaches to humanitarian response programming and scenario planning

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: "**Program Unit Manager_ Myitkyina**".

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.