

KHAYAH INTERNATIONAL MYANMAR

VACANCY ANNOUNCEMENT

KHAYAH International is a South Korea-based non-profit organization that works for marginalized and vulnerable people worldwide by providing comprehensive support for various initiatives to promote integrated child education and empower youth.

POSITION	: Program Manager
NUMBER OF POST	: 1 Post
LOCATION	: Bahan Township, Yangon
STARTING DATE	: As soon as possible
DURATION OF INITIAL CONTRACT	: 1 Year Contract (3 Months Probation Period)
SALARY	: Negotiable

JOB BACKGROUND

The Program Manager will be primarily responsible for delivering the professional support in managing all technical, project cycle management, partnership management, and coordination aspects of the assigned project. The position leads the program management and activities that are supported by the HQ office. The position will coordinate closely with the HQ Finance Department and ensure all financial reporting and compliance requirements are met. The position ensures program monitoring and regular implementation support and follow-up of the project area.

JOB REQUIREMENT

- Myanmar National who is interested in Myanmar Communities, Cultures & Education Sector.
- University graduate. (A bachelor in Korean Language is preferable.)
- Efficiency in Korean Language, communication ability in both verbal and written form with at least Korean **TOPIK Level-5 and above**.
- Minimum of **five years of experience** in Korean companies, ideally with administration and operation experience in the non-profit area or business sector and multitasking ability.
- Proficiency in necessary computer skills and Microsoft Office Packages.
- High ethics and motivation to work in the humanitarian field.

- Ability to manage multiple priorities and to work under pressure with tight deadlines.
- Readiness to comply with KHAYAH INTERNATIONAL MYANMAR's terms and conditions.

DUTIES & RESPONSIBILITIES

- To lead planning, implementing, and monitoring the projects and project team in preparation of monthly and quarterly project plan and report to the related HQ
- Directly manage to the staff who are based in Yangon/Project areas and provide guidance of direction to the field staff.
- Ensure effective collaboration and coordination with the government ward administrative officers and working groups at various levels.
- Be accountable for quality implementation of projects as per HQ Office and Partner organizations' guidelines.
- Undertake regular on-site monitoring of project activities through field visits.
- Request, receive, and review monthly financial reports, and work with the HQ Office's finance team in Korea to monitor and report the monthly budget plan in the designated schedule.
- Assist the CEO, and Director's assigned work and solving the critical challenges/issues faced within projects or project teams, including internal team conflict, coordination issues, lack of technical capacity, etc.

HOW TO APPLY:

Interested candidates who meet the above requirements are required to submit a comprehensive CV form, including a Cover Letter via e-mail only to: khayahmyanmar2@gmail.com.

Subject line for application: "Application for Program Manager"

Please add **your expected salary** in the CV form and the vacant position form acceptance could be closed before the closing date if a suitable candidate is found beforehand. Please also take note that only those candidates short-listed by preliminary screening will be contacted for in-person interview.

Khayah Myanmar Contact Details:

Phone : 09-266 462 043

Mails : khayahmyanmar2@gmail.com

Ref : www.khayah.org