



Centre for Rural Education & Development (CRED)

No.16, Industrious Zone Street, Markmounging Quarter,
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Vacancy Announcement

The Centre for Rural Education & Development (CRED) has adopted the principle content of Save the Children International's (SCI), World Vision International – Myanmar (WVM) and RISE Child Safeguarding Policy. This document outlines the policies and procedures ensuring that Centre for Rural Education & Development (CRED) is recognized as a child safe organization.

CRED is looking for qualified candidate to fill the following position:

Position Title : **Program Manager – BBCD Project (1) Post**
Location : **Namlan (Northern Shan State)**
Duration : **1 year (with possible extension)**

Main duties: Under the overall supervision of Deputy Director and in close cooperation with the MEC, the Program Manager is responsible for the day-to-day management and implementation of the Project, including all substantive and administrative matters. She/he is responsible for protection and consultation of the Project for increasing capacity of the program and project cycle.

Key Responsibilities:

- Manage and coordinate project activities, from substantive, administrative and financial points of view, applying strategic planning and systematic coordination of project activities.
- Manage day-to-day project implementation and overall coordination of project outcomes.
- Ensure supervision of the Project personnel and ensure effective communication and coordination between the CRED and Program Donor, MEC.
- Provide direction and leadership in advocating project objectives and in ensuring that all interested parties are well informed about the project activities and goals.
- Identify any support and advice required for the management, planning and control of the Project.
- Ensure timely preparation and compilation of the Project Annual/Quarterly/Monthly/Weekly Work Plans and Progress/Final substantial and financial reports and its submission to donors.
- Prepare quarterly reports for the Executive Director and Deputy Director on key project activities, issues and required action points. Prepare the project bi-annual progress reports (progress against planned activities, update on risks and issues, expenditures), annual review report and final review reports, and submit them to (CRED Directors)

- Ensure the quality of outputs and results with optimal monitoring mechanisms; establish effective coordination, monitoring, information sharing and reporting systems.
- Manage Project administrative and security related activities, monitor financial resources and accounting to ensure accuracy and reliability of financial reports.
- Establish and maintain relationships and act as the key focal point with CRED to ensure that all programming, financial and administrative matters related to the Project are transparently, expediently and effectively managed, in line with established donors' rules and regulations.
- Verify and channel all requests for Project, administrative, logistical and other support and report all incidents related to security and issues of general concern to donors.
- Manage the transfer of Project deliverables, documents, files, equipment and materials as per the standards donor's procedures.
- Ensure establishment and maintenance of proper electronic and paper filing systems.
- Perform other related duties assigned by the supervisor.

Education and qualification

- Minimum 2 years' experience in program management
- Excellent Shan, Burmese Language Skills / Spoken & Writing and Advanced-level English written and verbal communication
- Ability to organize and plan own work
- Flexible, proactive approach to work including the ability to prioritize and re-priorities
- Ability to work on own initiative
- Ability to deal with sensitive information with discretion and to maintain confidentiality
- Able to work with great passion and respect with other members
- Advanced IT skills, including a working knowledge of presentation software packages PowerPoint presentation, preferably Microsoft Office Word, Excel, and today social media application
- Willingness to travel to project implementing areas
- Ability to work under pressure, as part of a team or independently, and meet deadlines

Application Procedure:

- To send an application letter with updated CV with the names of 3 referees by the following email address **not later than 12 July 2024**
credhr01@gmail.com
- To mention the position title, you applied for in the email subject
- To describe the minimum expected salary in cover letter or CV
- Only short-listed candidates will be contacted for interview
- The vacant position will be filled prior to the closing date if a suitable candidate is found beforehand.
- Internal applicants should inform their Line Manager for their application.

Note: The selected candidate is required to carry out the duties in accordance with the CRED Child Safeguarding Policy and PSEA (Protection from Sexual Exploitation and Abuse).