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## Vacancy Announcement

<b>Job title</b>	<b>Project Manager</b>
<b>Department</b>	Program
<b>VA No.</b>	TFP/VA/250609
<b>Job Grade</b>	GS-12
<b>Number of Position</b>	One
<b>Duty Station</b>	Yangon with periodic travel to KengTung, East Shan State.
<b>Reports to</b>	Project & Operation Director
<b>Deadline Date of Application</b>	20-Jun-2025 (05:00PM)

### Organization Profile

**The Fifth Pillar Limited by Guarantee** is a nonprofit, rights-based legal organization dedicated to strengthening democratic institutions in Myanmar. Its mission is to ensure that every citizen enjoys their rights without discrimination of any kind. The organization focuses on three main areas: 1) **Democratic Enlightenment**, 2) **Promoting the Rule of Law** and 3) **Advancing Social Empathy**. The Fifth Pillar's head office is located in Yangon, with branch offices in Shan State.

To promote the rule of law, the organization offers pro bono legal training and consultations, particularly in cases related to gender-based violence, criminal and civil disputes. Since its founding in 2016, TFP has conducted numerous trainings and public talks on legal topics such as the Anti-Trafficking in Persons Law, labor rights, women's protection laws, paralegal skills, gender and law, and Paralegal TOT, among others - all aimed at fostering a stronger rule of law in Myanmar.

As part of its rule of law efforts, TFP will soon implement the **"Women Empowerment Project"** in **Yangon and Eastern Shan State**. This vacancy announcement is for a position under this project. Qualified candidates are urgently needed, and please note that **the position may be filled before the application deadline**.

### Position Summary

We are seeking a highly motivated, experienced, and dynamic Project Manager to lead and oversee the implementation of the Women's Empowerment Project. The Project Manager will be responsible for planning, coordinating, and managing all aspects of the project, ensuring that objectives are met on time, within scope, and within budget. The role requires strong leadership, excellent organizational skills, and the ability to collaborate with a diverse range of internal and external stakeholders, including legal experts, decision makers, partner organizations, and community representatives.



## **Key Responsibilities**

The Project coordinator will be responsible for overall project implementation and management to ensure the project goals and objectives are achieved.

### **Project Planning and Management**

- Develop detailed project plans, work plans, budgets, and implementation timelines aligned with organization's objectives. Oversee daily project operations, ensuring effective implementation of all activities.
- Monitor project progress, address challenges proactively, and adapt project plans as needed.
- Manage project resources, including budget, staffing, and logistics, ensuring transparent and efficient use of funds.
- Ensure compliance with organizational policies, legal regulations, and donor requirements.
- Contribute to the preparation of concept notes, project proposals, and donor reports.

### **Formation & Capacity Building of Women's CBDR Groups**

- Identify target communities and stakeholders in collaboration with field staff.
- Facilitate group mobilization, selection processes, and leadership structure development.
- Oversee context-appropriate trainings on ADR, women's rights, human rights, conflict transformation, and ethical facilitation as required. Support the emergence of local women lead groups and peer-mentor systems.

### **Promotion of Gender Equality & Community Mobilization**

- Conduct and support gender dialogues, men's engagement strategies, and community awareness on women's justice roles.
- Advocate with local leadership for inclusive dispute resolution mechanisms.
- Design and roll out gender-responsive communication campaigns to highlight achievements and normalize women's leadership.

### **Communication and Collaboration**

- Facilitate effective communication between project teams, management, donors, partners, community leaders and other stakeholders.
- Coordinate project-related communications and organize and participate in meetings and events to promote project objectives.
- Delegate tasks and responsibilities, ensuring the effective utilization of staff skills.
- Conduct regular performance evaluations and provide feedback for professional development.

### **Other Duties**

- Perform other tasks assigned by supervisors to support organizational objectives.
- Collaborate with branch offices to ensure smooth implementation, operation, and administration of project activities.



## **Qualifications include Requirements/ Qualification**

- Bachelor's degree in project management, Development Studies, Gender Studies, Law, Public Administration, Social Sciences, or a related field. Master's degree is preferred.
- Minimum of 5 years of relevant experience in project management, preferably within the NGO or development sector, with a focus on women's empowerment, gender equality, humanitarian assistance, legal advocacy, or social development.
- Proven experience in project planning, implementation, monitoring, evaluation, and reporting.
- Strong leadership, team management, and capacity-building skills.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders and maintain effective partnerships.
- Strong analytical, problem-solving, and decision-making abilities.
- Knowledge of legal frameworks and advocacy related to women's rights is an advantage.
- Familiarity with donor regulations and financial management principles.
- Proficiency in Microsoft Office and project management software.
- Fluency in written and spoken English; proficiency in local languages is a plus.
- Commitment to the organization's values, including gender equality, human rights, and social justice.

## **PSHEA Regulation for The Fifth Pillar Organization**

The Fifth Pillar Organization has a zero tolerance to Sexual Harassment, Exploitation and Abuse of beneficiaries. Protection from Sexual Harassment, Exploitation and Abuse (PSHEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSHEA, always (both during work hours and outside of work hours).

## **TFP will offer a successful applicant**

- Competitive salary package depends on experience and skills
- Phone top-up cards
- Public Holidays as per Government announcement

## **How to Apply**

Qualified candidates are invited to submit a Cover Letter, an updated CV with a recent photo and their expected salary by not later than **20<sup>th</sup> June 2025**. Application should be sent to [hr@tfpmm.org](mailto:hr@tfpmm.org) with the subject line mentioned as **"Project Manager"**.

## **Please Note :**

- Application will be reviewed on a rolling basis, so early submission is encouraged as soon as possible.
- **Women are strongly and locally encouraged to apply.**
- Please note that only shortlisted candidates will be individually notified and invited for a test and panel interview. Shortlisted candidates will be required to provide at least **Two professional references**.