

Position title	: Project Manager 001.1 CFCN (Reannouncement)
No. of Post	: (1) Post
Project name	: Community Service Program (Income Generation, Agriculture, Nutrition)
Duty Station	: Pakokku Township (50% travelling to project areas)
Report to	: Programs Manager
Contract type	: one year possibility of extension
Application Deadline	: 5:00 pm, (16.6.2025)

Organizational Background

Guardian Network, established in July 2010, is a non-governmental, non-profit, non-political and non-religious local NGO based in Pakokku, Magway Division, Myanmar. The organization focuses on child care, capacity building, and community service programs. Guardian Network's Vision is to **continuously train youths and community to develop educated knowledgeable to productive Good Citizen.**

Project Background

Guardian is implementing agricultural and small business sectors since January 2024. The project will continue community service program as new project in October 2024. There are three parts: agricultural, small business and nutrition. The project will give technical trainings to the farmers such as SRI, CSA and support the demonstration plot. The project will contribute some seeds and land preparations. The project will develop small business such as natural fertilizer production, oil production and other small business. The project will implement specific nutrition activities: screening, treatment SAM, MAM and referrals. Guardian led the coordination meeting quarterly. Above these activities will implement in this project.

Key Responsibility

- Lead to ensure the Project Goal and income generation.
- To lead the coordination with Local Key Persons and another Organizations
- Guide the project implementation Team by conducting field visits and Finding for more Quality and Improvements.
- Coordinate with Local Key Persons and Partner, prepare planning and records.

- Assist to the Programs Coordinator and engagement staff about Safe and Quality Implementation.
- To ensure contract and assure compliance of donor with contractual agreements.
- To ensure and accountable on Approval and Expenditure of Project Budget.
- To ensure that expenditures are only made in accordance with policies and procedure
- To responsible on Quarterly and Annual Report to Programs Coordinator. Assume other responsibilities as assigned.
- To Monitor and Evaluate on Staff and Program Performance
- To ensure on Time and Risk Management
- Must be free any criminal case and well understood about Child Safe Guarding Policy.
- Must be understand and sign Child Safeguarding Policy, Humanitarian Principles, PSEA and COC.
- Must adhere to Guardian Policies and Procedures.
- To take any other relevant duties as may be assigned by the Supervisor.

Personal Specifications

- At least two years working experiences in Senior level in NGO
- *Bachelor's degree in Business Management or a related field, including SME development. Agricultural background is an advantage. *
- Good English communication skills both written
- Strong training and facilitation skill
- Effective Computer knowledge (Microsoft Package)
- Excellent personal organizational skills, including time management and ability to meet deadlines and work under pressure
- Willingness to travel to field offices and work in difficult environment according to travel requirements (Car, Motorcycle, etc. ...)

Integrity

- Honest, encourages openness and transparency
- Always acts in the best interests of children

Creativity


- Develops and encourages new and innovative solution
- Willing to take disciplined risks



Application Procedure

Interested and qualified candidates are invited to submit the following documents:

- A cover letter.
- Curriculum Vitae (CV) with at least two referees.
- Expected salary information (**mandatory**).

Applications should be sent to:

 Email : hr.guardian1@gmail.com

 Address : Guardian Network, Ward (12), Nga Gynn Street, Pakokku Township, Myanmar
 Phone : 09- 260254542

Please clearly indicate the position title “Project Manager – 001.1 CFCN” in the subject line of the email or on the envelope.

Application Deadline: 16.6.2025, 5:00 PM Myanmar Time. Only shortlisted candidates will be contacted for interviews. Female candidates are strongly encouraged to apply.

Phone: 09-260254542

Email: hr.guardian1@gmail.com

 **Only short-listed candidates will be contacted for a personal interview.**