



(Vacancy Announcement)

Project Supervisor - 1 Position

Job Level – (H.1)

Duty station – Hpa An

Duration : 7 Months - further extension conditional upon funding

VA :2025-HI-017

Organization:

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

In emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid. HI works to meet the needs and defend the rights of children, women, and men with disabilities.

Since its creation in 1982, HI has gone on to work in around 60 countries worldwide. Our work has benefited several million people.

Humanity and Inclusion-Myanmar Programme:

In Myanmar the first operations date back to 2008, following cyclone Nargis. The emergency response program closed at the end of the response operations. In 2013, HI reinstalled an intervention program, and focused on activities in its core sectors of interventions: promoting inclusion and responding to the needs of persons with disabilities including landmine victims.

HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:

- **Emergency Response** – Basic Needs and Inclusive Humanitarian Action
- **Armed Violence Reduction** – EORE, Contamination Impact surveys and Victim Assistance Efforts
- **Inclusive Health** – Rehab, MHPSS, Early Childhood Development and Access to Services
- **Inclusive Preparedness** – Disaster Risk Reduction and Logistics Analysis
- **Inclusive Opportunities** – Inclusive Education and Inclusive Livelihoods

In 2024, the HI Myanmar / Thailand program will be integrated into the HI Southeast Asia program, gathering Cambodia, Lao, Vietnam and the Philippines.

For more information on the organization, please see:

- Humanity and Inclusion website: <https://www.hi.org/en/index>
- the online presentation of the organization: <https://www.youtube.com/watch?v=3p2OWI6T3AY&t=127s>
- Follow us on Facebook: <https://www.facebook.com/HIMyTh/>

Humanity & Inclusion encourages qualified people with disabilities or chronic illness and women to apply. We commit advancing inclusive workplace to remove barriers and to the full and equal participation in the workforce. We commit to provide equal employment opportunities, reasonable accommodation in workplace to all employees and qualified applicants, regardless of Nationality, gender, religious and ethnic backgrounds, including people with disabilities.

VA:2025-HI-017_Project Supervisor (Hpa An)

Main objective of the position:

Reporting to the Project Manager, the Project Supervisor contributes to the implementation of the mandate and the 10-year strategy of Humanity & Inclusion in the country where s/he is based. The project supervisor contributes to the implementation of his/her project, ensuring the optimal quality and the impact of the project. S/he works closely with the program team and partner teams.

The Project Supervisor, based in Hpa-an, under the supervision of the Project Manager who would manage the position remotely, will implement the project activities focused on EORE activities in Kayin State including hard-to-reach areas. His/Her mission is to support the Project Manager in overseeing the project activities, managing field level implementations and working together with the local partners.

Missions / Responsibilities

Mission 1: Management

- Manager as a role model: embody HI's values on a daily basis, and be a role model.
- Manager as a coach for meaning: understand the strategy, make it explicit, translate it into operational objectives for his or her team, lead the necessary changes. Give meaning to each management action. Encourage inter and intra departmental exchanges of practice. Encourage innovation and risk-taking.
- Operational manager: organize the operational management of his or her team, structure the work around identified processes, steer performance and facilitate the resolution of problems.
- First HR & Coach: contribute to the development of his or her staff, creating the conditions for their commitment, professionalism and attachment to HI. Ensure compliance with the code of conduct and institutional policies, the mindset and expected individual and collective behavior.

Mission 2: Operational implementation

Responsibility 1: Contribute to project planning and implementation in line with the existing frameworks

- Contribute to planning and preparing activities, tools and the associated resources, and implement the action plan in conjunction with the support services and the technical unit.
- Ensure that activities are implemented and that resources are correctly allocated as authorized by the project manager.
- Ensure regular reporting of activities, and contribute to the internal and external reporting as requested by the project manager.
- Contribute to identifying areas of the project in which adjustments are required and put forward adaptations to the project manager.
- Contribute to the drafting of amendment requests when asked by the project manager.
- Contribute to coordination with the local stakeholders and to monitoring the partnership relationship with the project partners.
- Ensure that project documents and information are properly archived.

Responsibility 2: Contribute to project monitoring, evaluation, accountability and learning

- Contribute to project monitoring, specifically activity progress indicators and the expected outcomes.
- Contribute to project evaluations at the request of the project manager, and ensure that project evaluation recommendations are followed.
- Contribute to the setup and smooth running of accountability mechanisms.
- Contribute to project learning.

Responsibility 3: Ensure project data management

- Ensure that the appropriate data collection and management tools are in place and are used correctly on the project, in line with global standards.

- Collect and compile project-related data in the relevant database.

Responsibility 4: Contribute to the coordination of project teams

- As authorized by the project manager, facilitate coordination meetings between the project teams and the support services located in the area when necessary.
- Ensure that the project teams and the support teams (shared and technical services, in particular) work well together in order to facilitate the implementation of the project in the country.

Responsibility 5: Contribute to external project communication

- Contribute to HI's external influence by taking part in networks, when required.
- Communicate about the project to partners, authorities and stakeholders when relevant.

Responsibility 6: Manage relations with partners

- Manage relations and day to day communications with partners and build their capacities, manage relations with other stakeholders in her area of intervention.
- Support Project Manager for coordination with partners and other stakeholders.

Mission 2: Emergency Preparedness and Response

- Contribute to the program's emergency preparedness initiatives, and in an emergency situation, adapt his/her working arrangements in order to contribute to an effective humanitarian response from HI.

It is expected that the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.

Due to the developing and volatile situation in Myanmar and emergency nature of the programmatic response, the position holder's responsibilities may evolve as per programmatic needs.

Duty Station	: Hpa An
Line Manager of the position holder for	: Project Manager
Position holder is Line Manager for	: Project Officer
Position holder is technical referent for	: N/A

Required for the Job

Qualification:

- University graduate (International Relations, Project Management, Social Sciences, or related field) with a minimum of 3 years of relevant experience is required.

Experience:

- At least 3 years of experience working in a project support and/or project implementation role in humanitarian NGO/INGO is required.
- Experience in working with partner organizations in hard-to-reach areas and border areas is required.
- Experience working closely in partnership with counterparts, international development agencies, non-governmental organizations, and other collaborators/ stakeholders would be highly advantage.
- Experience working in multidisciplinary contexts as including EORE sectors is an advantage.
- Strong analytical capabilities with the ability to manage tasks associated with the development of projects.
- Well understanding of the arrangements involved in training, meeting preparation, and procurement is highly desirable.

- Knowledge related to project management and protection main streaming is preferable.
- Experience in emergency responses is highly desirable.
- Previous work experience in the humanitarian context in Kayin is highly desirable.
- Experience working in multidisciplinary team is required.

Languages Skill:

- Good level in English and Myanmar languages, both in written and Oral is required.
- Knowledge in Local language is highly desirable.

HI SALARY RANGE SOCIAL BENEFITS:

- Approximate Basic Salary: **(3,430,000 MMK to 4,074,840 MMK)**
- Social and Other benefits: HI Medical Reimbursement, 13 months bonus, Seniority bonus, Public Holidays, Leave benefits (Annual leave, Sick leave, Maternity leave, Paternity leave),
- Monthly Medical Allowance + Travel allowance, Communication allowance per month.

HI is committed to protecting children and vulnerable adults from harm. All staffs are expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.

“HI is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, colour, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. Qualified women are strongly encouraged to apply for this position.

The successful candidate will be required to complete a self-declaration form to help verify their suitability to work with children.

Send applications to: recruitment@myanmar.hi.org (CV + cover letter).

Please write: “**VA: 2025-HI-017_Project Supervisor_ Hpa An**” in subject.

Deadline for the submission: **20th May 2025 (5:00 PM) MMT.**

Only shortlisted applicant will be contacted for a written test and interview. **Applicants may be contacted on a rolling basis before the closing date, it is encouraged to apply early.** After closing date, applications are not considered.

HI is an organization that takes a Zero Tolerance stance on sexual exploitation, abuse, harassment and intimidation, fraud and corruption. The selected candidate must agree to adhere to and respect these policies which are available on this link: <https://hi.org/en/institutional-policies>

HI has also set up a rigorous, transparent and inclusive mechanism for the escalation and management of complaints. Any report can be sent confidentially and securely to this email <https://secure.ethicspoint.eu/domain/media/en/gui/105781/index.html>.