



## (Vacancy Announcement)

**Project Manager - 1 Position**

**Job Level – (A.2)**

**Duty station – Mandalay, Myanmar**

**Duration :7 Months, until 31 Dec 2025 (Emergency Responses)**

**VA :2025-HI-018**

### **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 in Myanmar**

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.**

### **Main objective of the position:**

HI would implement emergency response activities in earthquake affected areas in different states and regions, focusing on physical rehabilitation, MHPSS, food security, NFI & Shelter activities in coordination with the local partners. Reporting to the Country Manager, the Project Manager, based in Mandalay contributes to the implementation of the mandate and the 10-year strategy of Humanity & Inclusion in Myanmar. S/he is responsible for implementing his/her project. S/he ensures optimal quality and the impact of the project implemented by means of a delegation system with appropriate oversight mechanisms. With all the other HI managers, the project manager shares responsibility for the sound management and effective functioning of the global organization.

The Project Manager, based in Mandalay, under the supervision of the Country Manager, will oversee the emergency response project activities that will be implemented in earthquake affected areas in Mandalay region. His/Her mission is to supervise the teams, including those in remote locations, monitor the project activities through various means including frequent travels to project areas, coordinate with internal departments and partner organizations and guarantee quality management of the project under his/her responsibilities in line with Humanity & Inclusion and donors' guidelines.

### **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: Strategy and steering**

- Contribute to the development of the programme's operational strategy
- Contribute to programme or country operational strategy (StratOp).
- Draft new project proposals for the continuity or expansion of the project.
- Contribute to the drafting of new proposals for new opportunities, if necessary.

#### **Mission 3: Operational implementation**

##### **Responsibility 1: Ensure the implementation of the project, in line with the logical framework and allocated budget**

- Steer the project's intervention strategy and put forward adjustments if the objectives change or if it is likely that they will not be met.
- Ensure that activities and the associated resources are planned, and implement the action plan.
- Ensure that activities are implemented in line with the project proposal and the allocated budget.
- Ensure project reporting, internally (within the programme) and externally (reporting to

funding bodies, authorities and/or partners).

- Undertake expenditure and manage the project activity-specific budget lines according to the delegation he/she received based on the programme signature delegation table
- Prepare and manage partnerships with the project implementation partners.
- Guarantee the proper archiving of information.

**Responsibility 2: Ensure that project implementation complies with the existing frameworks**

- Ensure the proper implementation and follow-up of institutional policies (specifically PME, PSEAH and Age-Gender- Disability policies) and the other HI internal standards.
- Ensure compliance with the terms of the project proposal and the rules applied by the project funding body/bodies.
- Ensure compliance with global technical standards and norms by communicating and by involving the technical specialists and advisors with expertise in the project themes.

**Responsibility 3: Ensure project monitoring, evaluation, accountability and learning**

- Ensure project monitoring, specifically activity progress indicators and the expected outcomes.
- Develop and implement the project evaluation plan.
- Ensure that the project is accountable to the local stakeholders.
- Ensure project learning, taking into account lessons learned from similar previous projects, following the recommendations made throughout the project (from evaluations, support missions, audits, etc.), and capitalizing on the acquired knowledge.

**Responsibility 4: Ensure project data management**

- Ensure that the appropriate data collection and management tools are in place on the project, in line with global standards.
- Ensure that data related to the project is collected and compiled in the project database.
- Carry out regular checks and make any necessary corrections to the activity database.

**Responsibility 5: Coordinate the teams involved in the project**

- Facilitate coordination meetings between his/her direct team and the support services located in the area when necessary.
- Ensure that his/her team 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.
- Facilitate the project steering committee.

**Responsibility 6: 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 7: 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 Operations Manager for coordination with partners and other stakeholders.

**Mission 4: Emergency Preparedness and Response**

- Lead the emergency preparedness actions in his/her department and, in the event of an emergency, reorganize the priorities of his/her team according to the humanitarian priority, in order to ensure a quick and efficient response by 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	: Mandalay
Line Manager of the position holder for	: Country Manager
Position holder is Line Manager for	: Project Supervisor/Project Officer (MHPSS)/Project Officer/Physiotherapist
Position holder is technical referent for	: N/A

### Required Qualifications

#### Qualification:

- Advanced University Degree or equivalent in International Relations, Project Management, Social Sciences, or related field with a minimum of 3 years of relevant experience.
- Or A first-level medical related University degree (bachelor's degree or equivalent) with a minimum of 4 years of experience may be accepted.

#### Experience:

- At least 3 years of experience in Program, Project Management or Support and Partner Liaison in INGO or UN Organization or Humanitarian Sector is required.
- Understanding of context in Mandalay (current earthquake) affected areas is essential.
- Strong experience working in the emergency response projects, disaster management projects and physical rehabilitation and MHPSS related projects would be great assets.
- Strong analytical capabilities with the ability to manage tasks associated with the development of projects.
- Proficient in writing donor reporting is decrivable.
- Team management experience with the teams working remotely is required.
- Ability to work within a multi-cultural team

#### Languages Skill:

- Good level in English and Myanmar languages, both in written and Oral is required.

### HI SALARY RANGE SOCIAL BENEFITS:

Approximate Basic Salary: **(5,347,370MMK to 5,758,970MMK)**

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](mailto:recruitment@myanmar.hi.org) (CV + cover letter).

Please write: “**VA: 2025-HI-018\_Project Manager\_ Mandalay**” in subject.

Deadline for the submission: **31 May 2025 (5:00 PM) MMT.**

**Only shortlisted applicant will be contacted for a written test and interview. Qualified 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.**

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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>.