



လူမှုစွမ်းရည်ရှေ့ဆောင်အသင်း

Capacity Building Initiative (CBI)

အသင်းအဖွဲ့မှတ်ပုံတင်အမှတ် - ၁/ပြည်တွင်း/၀၀၃၅(၂၀၂၂)

Vacancy Announcement

1.	Title	Program Officer
2.	Reporting to	Program Coordinator
3.	Duty Station	Yangon with frequent travels
4.	Duration	One Year (with possibility to extend)
5.	Closing Date	May 30, 2025

The Capacity Building Initiative is a registered Myanmar NGO based in Yangon. CBI provides training and other services to assist NGOs and NGO staff improve in design, implementation and management of development projects. CBI also provides services for strengthening of CSOs in Myanmar with an emphasis on the remote and ethnic areas. CBI currently provides a wide range of training courses as well as Human Resource Development and Organization Development services to NGOs and CSOs.

Capacity Building Initiative would welcome applications from qualified candidates for a Program Officer **who is highly motivated**, with experience in Program and Project Management.

Duties and Responsibilities:

Under the direct supervision of Program Coordinator, the incumbent will carry out the following duties.

Project Management 65%

- Overall monitoring on the various projects CBI is implementing in term of
 - outcome
 - outputs
 - activities
 - inputsand give advice to the Program Coordinator
- Plan and schedule with respective staffs of each project's activities
- Manage the respective staffs of each project for smooth and effective implementation of the activities
- Review and if necessary, advise the Program Coordinator for revision of the project plan and activities on the basis of the information received from the respective staffs
- Compile project implementation and experiences and prepare periodic reports to Program Coordinator
- Retrieve and record information, data and other necessary facts, questions, issues related to projects with the assistance of project staffs for reporting purpose
- Assist and participate in developing new project proposals for CBI



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Training 25%

1. Conduct training for the projects, in-house and requested by other organizations which are within the competency of Program Officer
2. Design training for assigned tasks in consultation with co-facilitator and the Training Team Manager

Coordination 10%

1. Coordinate with the Training Team Manager, Training Administration Team and the rest of other CBI Team members for smooth implementation of projects
2. Coordinate and collaborate with the focal persons of projects and deal with the donor agencies or organizations
3. Approve and/or counter sign the activities, resources utilization including fund under the capacity of the assigned post to respective projects.

Qualifications and experience required:

1. A University Degree in development or management field.
2. Experience in project and program management.
3. Experience in coordinating projects.
4. An outgoing, enthusiastic, self-motivated and creative personality, committed to self-learning.
5. Highly motivated and interested in management and training.
6. Sound inter-personal communication skills in Myanmar and English.
7. Skillful in computer programs such as MS word and Excel.
8. Ability to work independently and collaboratively in a team.

To apply:

Please send your application letter along with CV with ***expected salary***, testimonials or names of referees. Your application letter should include contact address with accessible telephone number and be sent to: Asst. Admin/HR Manager, CBI, Room - 206, Building - A1, Hnin Si (1) Street, Yuzana Highway Complex, Ward (6), Kamayut Township, Yangon, Myanmar and email to teamhrcbi@gmail.com and admin@cbiinmyanmar.org

- Application will close on **May 30, 2025**.
- Short-listed candidates will be advised on **June 5, 2025**.