

Kan Lint Yaung Chi
 Job Profile
 (For Local Person Only) Re-advertise

Job Title:	Program Manager
Department:	Program Implementation
Location:	Magway
Duration:	1 Year (potential extension)
Reporting to:	Head of Programs and Operations
Directly Reporting to:	Program Coordinators
Travel percentage	Frequent Travel to Project Areas

Organization Profile Summary:

Kan Lint Yaung Chi (KLYC) is a non-profit, non-discriminatory LNGO dedicated to providing child rights training and enhancing the capacity of community-based organizations and civil society organizations in areas where children's rights are being severely violated, to focus children's issues more widely and for the best long-term benefit to children, based on the four child rights principles. KLYC focuses on Child Protection Project, Education Projects, Safe Migration and Anti-trafficking Project, Livelihood Project, WASH project, Disaster Risk Reduction Project, and Capacity Building for Community-Based Organizations.

Job Purpose:

Kan Lint Yaung Chi (KLYC) is seeking a Program Manager to lead and implement the children development activities in the Magway Region. The Program Manager has oversight of all aspects of the Program's implementation, ensuring that it is well-planned, evidence-based, monitored, and evaluated, as well as providing technical support to the program team. The post holder is responsible for overseeing and holding accountable the quality implementation of assigned humanitarian and development interventions, project activities, key results, and project deliverables. The post-holder will work to ensure that the program is delivered by upgrading the community library and integrating it with other sectors such as Education, Child Protection.

The post-holder will lead the project team and ensure that project staff, volunteers, and communities can support the achievement of program goals. The program manager is responsible for maintaining effective communication and coordination with the relevant departments, community leaders, and stakeholders.

Key Accountability:

- Take overall responsibility for the Program's successful inception, planning, design, execution, and monitoring.
- Responsible for delivering the project on time, within budget, and with high quality.
- Responsible for budget management, ensuring that project resources are used effectively, efficiently, and per KLYC policies and donor requirements.

- Lead the project team and ensure that project team members understand their responsibilities and the expected outcomes; and that they can perform their duties.
- Oversee the project to ensure that an effective volunteer management system is in place.
- Communicate and coordinate with community leaders and groups, as well as relevant local stakeholders.
- Evaluate the needs of the communities and beneficiaries and ensure that project monitoring is done regularly.
- Oversee the design, planning, sequencing, scheduling, and execution of project activities under the donor proposal's objectives, activities, and targets.
- Maintain regular communication and effective relationships with project external stakeholders at township and community levels, including village leaders and other humanitarian organizations and service providers in project areas.

Program Management:

- Responsible for the timely, efficient, and effective implementation of the project within budget and with high-quality standards.
- Close collaboration with the Head of Programs and Operations, and the program team to develop work plans, project reviews, and strategy.
- Provides budgetary control, project cycle management monitoring, and accountability for quality project implementation, results, and deliverables.
- Provides assigned projects with management oversight to ensure proper and timely implementation to achieve targeted outcomes and overall goals under KLYC policies and procedures.
- Provides necessary support to the project team and finance team for compliance with the donor's regulations and maintaining effective communication with them.
- Monitor annual implementation plans and activity reports to ensure that the project is implemented professionally and in accordance with the project proposal.
- Ensures that donor and government reporting is completed by agreed-upon standards and on time.
- Work closely with Finance, and Operation teams, to ensure proper coordination exists for smooth program/project implementation.
- Oversee and guide the project team and ensure all staff and volunteers are aware of the project objectives and plans.
- Responsible for delivering training to project staff and volunteers, as well as monitoring project operations and ensuring that feedback on training materials and tools is provided back to enable ongoing improvement.
- Update and implement the monitoring and evaluation plan and take appropriate actions to meet the project objectives.
- Work with the MER officer to compile qualitative and quantitative data for donor reports and program quality documentation.
- Ensure project team members and volunteers are clear about their roles and responsibilities.
- Supervise and guide the project team and ensure that all staff and volunteers have clear objectives and plans.

Budget Management

- Overall budget oversight and responsibility for the Program grant.

- Ensures project resources are utilized effectively and efficiently, in accordance with Kan Lint Yaung Chi policies and procedures and donor requirements.
- Ensure that project resources are utilized effectively and efficiently; and in line with the project's budget.
- Plan for grant spending, project activities, procurement, and staffing to assure project compliance and avoid overspending and underspending.
- Work with the Heads of Programs and Operations, as well as the Finance teams, to identify budget variances on time and take immediate and necessary measures to reduce the variance.
- Maintain a close relationship with the Finance team, and when issues or changes need to be communicated to the donor.
- In collaboration with the Head of Programs and Operations and Finance team to prepare high-quality narrative donor reports and financial reports (prepared by the Finance team) on time.
- Ensure that project resources are utilized effectively, efficiently, and in line with the project's budget.
- Plan and forecast grant expenditure, project activities, procurement, and staffing to ensure compliance with the project and avoid overspending and underspending.

Coordination and representation

- Liaise with donors, partners, Region and township authorities, and village leaders as the focal representative of the project in the target area.
- Ensure effective coordination and collaboration with donors in planning project activities and joint monitoring, which requires flexibility to implement in the target communities.
- Establish and maintain effective relationships with the Donor representatives, community representatives, and state, regional, and township duty bearers.
- Maintain communication with and maintain effective relationships with project external stakeholders at the regional, township, and community levels, including camp management and village authorities, as well as other humanitarian organizations and service providers in project locations.
- Ensure smooth and regular information flow to the project offices, especially concerning safety and security, logistics, and local and state government representation and coordination.
- Attending inter-agency coordination meetings and related working groups as needed.

Requirements

- Bachelor's degree in a related field, preferably social work related.
- At least 8 years of field experience with NGOs or other relevant actors in the implementation of development or humanitarian projects.
- Understanding of project cycle management and previous experience in a project management role.
- Strong staff management skills/ experiences and proven ability to encourage team-working and motivates.
- Ability to work collaboratively with colleagues across the organization developing effective working relationships to deliver outstanding results for children

- Excellent facilitation and team-building abilities.
- Monitoring and evaluation experience, as well as participatory methodologies and data analysis skills.
- Ability to work in stressful situations with minimal supervision and manage a stressful workload.
- Willingness and ability to travel to Project sites and work in a difficult environment under travel requirements.
- Demonstrated ability to work well in a team and train others, as well as experience managing a team.
- Demonstrated strong knowledge of effective financial and budgetary control, as well as grant management.
- Good skills in report-writing abilities.
- Good Myanmar and English language abilities (verbal and written).
- Willingness and capability to follow all relevant Kan Lint Yaung Chi policies and procedures on safety, security, equal opportunities, and other relevant policies, including the Child Safeguarding Policy and the PSEA policy.

How to apply:

Interested and eligible applicants should send a cover letter, a full CV, and the names and contact information for at least two references to

klyc.humanresources@gmail.com
Not later than 5 pm on 29 May 2025

Please note:

- Late applications will not be considered.
- Only shortlisted candidates will be contacted.
- Kan Lint Yaung Chi is committed to the well-being of children together with Gender Equality and do not tolerate child abuse and sexual harassment.
- Reference & background checks will be performed for successful candidates.
- If you have a relationship with someone who works at KLYC, please include that information in your resume or CV.