

TERMS OF REFERENCE

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|-----------------|------------------------|--------------------------------------|
| Position | Project Manager | No. of post: 1 |
| Office | Magway Township | Reporting to: Program Manager |
| ToR approved by | Executive Director | ToR Approved on: 22/04/2025 |
| Resuming duty: | ASAP | VA0072025 |

Due to the urgency, Positive Action may recruit the position before the deadline.

About Us:

Positive Action (PA) is a non-political, non-religious, non-business, non-discriminatory, and non-profit organization. Established in Myanmar in 2009, PA has been actively working in the Magway region, providing a range of services and support for people living with HIV and TB, as well as children, pregnant women, lactating women, and girls in need.

Our programs focus primarily on Livelihoods, Health (HIV, TB, MNCH), Nutrition, WASH, Child Protection, and Education across the region, with a strong commitment to strengthening local communities.

To implement the Lifesaving Humanitarian Assistance Project, PA is seeking motivated and committed individuals to apply for the position of "**Project Manager**." The position is based in Magway Township, with frequent field travels to targeted villages in Salin township.

Duties and responsibilities:

1. Project Planning and Implementation

Develop detailed work plans, implementation strategies, and procurement plans aligned with project objectives and donor requirements.

Ensure timely and quality delivery of project interventions.

Supervise field-level implementation through regular coordination with field teams and partners.

Identify and address project implementation challenges promptly.

2. Coordination and Representation

Liaise with implementation partners, community leaders, and relevant stakeholders to ensure harmonized implementation.

Represent PA in cluster coordination meetings and maintain collaborative relationships with UN agencies, INGOs, and local authorities.

3. Financial and Resource Management

Monitor project budget and expenditures to ensure compliance with donor and organizational requirements.

Coordinate with the finance team to ensure timely fund requests, disbursements, and financial reporting.

Track spending against budgets and flag any deviations or underspending for timely corrective actions.

4. Monitoring, Reporting, and Documentation

Collect and compile field data and updates to produce monthly, quarterly, and final narrative reports for donors and internal use.

Ensure timely submission of quality reports reflecting progress, achievements, challenges, and lessons learned.

Oversee proper documentation and archiving of all project-related materials, including beneficiary lists, activity records, and photographic evidence.

5. Team Management and Capacity Building

Provide guidance, supervision, and technical support to project team members.

Organize periodic team meetings to review progress, share learning, and resolve issues.

Identify training needs and support staff development to strengthen project delivery.

Positive Action

No.378, 6th Street, (B) Group, AungSayTaNaR Qtr, Magway Tsp, Magway Region, Myanmar,

Tel: +959429587756, positiveactionnmp@gmail.com

6. Compliance and Risk Management

Ensure that project activities are implemented in compliance with PA's policies and donor requirements, including safeguarding and accountability standards.

Identify potential risks (operational, financial, reputational) and propose mitigation strategies.

Ensure proper beneficiary targeting and transparent selection processes.

7. Support to Organizational Learning

Document and share best practices and success stories.

Contribute to organizational learning and strategic planning through feedback and reflections from the field.

Expected on-the-job personal behaviour

- ✓ Maintain good and open relationships with colleagues, partners and beneficiaries;
- ✓ Refrain from any discrimination based on gender, religion, social status, ethnicity or age, with colleagues as well as with any person from partners, beneficiaries and other stakeholders;
- ✓ Transfer communication and sharing knowledge with other team members;
- ✓ Maintain high standard of accuracy;
- ✓ Confident in using own initiative, prioritizing workload and meeting deadlines;
- ✓ Ability to work as part of a team and/or individually with minimum supervision;
- ✓ Flexibility and ability to adapt to change;
- ✓ Respect of confidentiality;
- ✓ The policies and rules established by Positive Action must be understood and followed.

Safeguarding Related Responsibilities

- ✓ Ensure that you, along with your team members and supervisees, are fully informed about PA's PSEA, Child Safeguarding policies, Code of Conduct, and other relevant procedures. It is essential that these guidelines are consistently understood and applied in all aspects of your work.

Requirements

- ✓ **Must be a Myanmar citizen;**
- ✓ A Bachelor Degree holder with at least 3 years' experience in Project Level Management;
- ✓ Previous Humanitarian Response Project Management experience in crisis-areas preferred;
- ✓ Experience with different stakeholders and authorities' liaison;
- ✓ Experience in multi-cluster project management;
- ✓ Excellent written and spoken English will be an asset;
- ✓ Computer proficiency is required.

Other information

- ✓ The initial duration of the present agreement is one year, renewable;
- ✓ Deadline for application is the **30th of April 2025**;
- ✓ Please send application and CV with cover letter to positiveaction.hrrecruitment@gmail.com (or) PA office – No.378, 6th street, Aungsaytanar (B) Group, Magway.
- ✓ Please obtain and complete the Self-Declaration Form (regarding any past incidents of Sexual Exploitation, Abuse, or Child Abuse) and attach it to your email. You may use either the Burmese or English version of the form. Submitting one form is sufficient.
- ✓ https://drive.google.com/drive/folders/149dHvoYnd77vopHnNSFEr1bLN0yM0Xjk?usp=drive_link

Please **only** include “VA0072025” in the **subject** of the email.

Only successful applicants will be contacted. PA is an equal opportunity employer. We welcome and encourage applications from women, LGBTQI+, minorities and under-represented groups.

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Our Commitment to Safeguarding

Positive Action is deeply committed to upholding the rights and dignity of children and vulnerable adults. In line with this commitment, PA implements comprehensive PSEA (Prevention from Sexual Exploitation and Abuse), Anti-Harassment, and Child Safeguarding policies. These policies ensure a **zero-tolerance approach to any form of sexual exploitation, abuse, or child abuse**. PA reserves the right to conduct thorough screening and background checks for all job applicants to maintain a safe environment for children and vulnerable groups. All staff members are obligated to adhere to the Child Safeguarding Policy, Code of Conduct, and local procedures, ensuring their work does not put children at risk. Additionally, managers are responsible for integrating safeguarding into all aspects of organizational management. By applying, applicants confirm their consent for PA to seek information from previous employers regarding any misconduct related to sexual exploitation, abuse, or child abuse.

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