

VACANCY- ANNOUNCEMENT

Department : **Programme**
Position : **Sectorial Manager**
No. of Post : **1**
Location : **Kume, Myittha Township**
Duration : **2 months**
Expected Start Date : **16 June 2025**
Vacancy Posting Date: **6 June 2025**
Vacancy Closing Date: **19 June 2025**

Background on Acted

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non- discrimination. Based in Paris, France, Acted now operates in 42 countries worldwide, with 400 international and 6000 national staffs. Acted has a 280 million budget for about 450 projects per year.

As the second largest French NGO, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted undertakes programs that target the most vulnerable amongst those populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach also looks beyond the immediate emergency towards opportunities for longer term reconstruction and sustainable development. For more information, please visit our website at <https://www.acted.org/en/countries/myanmar/>

Acted is currently looking for one qualified person to fill the position of **Sectorial Manager**.

JOB PURPOSE:

The Project Manager is responsible for ensuring the effective and efficient implementation of all project's areas. This includes overseeing project activities to ensure they are executed smoothly, cost-effectively, and in full compliance with Acted's internal procedures, donor guidelines, and all relevant legal requirements. The role demands close coordination with stakeholders, Cash working group cluster, budgetary oversight, and maintaining high-quality standards in project delivery to achieve intended outcomes.

OBJECTIVES

1. Coordinate Acted's activities and define coherent implementation modalities, tools and methodologies for the managed portfolio of projects.
2. Ensure the overall success of the projects, and seeing that deliverables arrive on time, on scope, on budget, within acceptable quality levels, and in line with donor requirements and based on beneficiary needs.

DUTIES AND RESPONSIBILITIES

Definition of Implementation Strategies and Modalities

1. Internal Coordination

- a. Support the definition of approaches and methodologies across the different projects by developing and monitoring use of common memo, SOP, tools, as well as creating opportunities for experience sharing and learning
- b. Brief Project Assistant about main issues, and updating them on a regular basis;
- c. Advise the Project Assistant on technical skills and requirements to implement projects as per relevant standards.
- d. Ensure that relevant technical quality and standards are considered and respected during projects' implementation.
- e. Ensure capacity building among staff in relevant sectors.
- f. Coordinate with partnership unit for partners' project planning

2. External Coordination and Stakeholder Engagement

- a. Coordinate and collaborate with other stakeholders by cultivating good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at working groups/ technical/ Cluster/ Coordination meetings and bilateral meetings.
- b. Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others.
- c. Refer unmet needs to other relevant actors.
- d. Share externally learning and innovation with communities and other stakeholders.

Project Implementation

1. Programming

- a. Project Planning
- b. Ensure work plans are developed for all projects in portfolio.
- c. Ensure kick-off and end of project transition planning meetings are held for all projects in portfolio.
- d. Lead overall budget management, work planning, monitoring, and reporting activities throughout the project cycle, in line with Acted quality and accountability principles and standards, donor requirements, and good practices.

2. *Project Implementation Follow-up*

- a. Control the work plans and monitor the implementation status of the projects.
- b. Regularly review the Project Management Framework (PMF) for all projects in portfolio & provide summary reports to Coordination.
- c. Anticipate and mitigate risks and issues, and trouble-shoot any unforeseen challenges during the projects' implementation.
- d. Support Project Assistants to coordinate and manage changes in projects' implementation, in particular identifying change need to occur.

3. Documenting and Compliance

- a. Ensure projects' records and documents, in particular documents that proof completion of activities (beneficiary list, donation certificates, attendance sheets, activities photos etc.) are adequately prepared, compiled and filed according to Acted procedures and donor specific procedures.
- b. Ensure projects in portfolio are implemented in line with donors' and Acted's procedures.

4. Beneficiary Engagement and Accountability

- a. Ensure projects' staff adhere to Acted's Code of Conduct and treat all beneficiaries with respect and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion or disability.
- b. Advise the Project Assistants on the appropriate, achievable and acceptable selection of projects' beneficiaries.
- c. Ensure that Acted's Complaints and Response Mechanism is communicated to target communities and solve complaints related to the projects in coordination with the MEAL unit.

5. Internal Coordination

- a. Organize regular coordination meetings with Project Assistants.
- b. Organize the Weekly Area Meetings (WAMs) and participate in the Weekly Coordination meetings (WCMs), and provide updates about implementation progress, challenges, risks, changes in context.
- c. Ensure to join partners' bi-weekly meetings and support as relevant.

6. Security

- a. Regularly conduct a context analysis in the projects' implementation areas by identifying and following micro signals (e.g. security indicators, socio-economic indicators);

2. Human Resource

- a. Develop and/or adjust ToRs outlining Project Assistants' staff roles and responsibilities in line with Acted standards.
- b. Participation in the recruitment of Project Assistants
- c. Ensure a positive working environment and good team dynamics.
- d. Undertake regular appraisals of staff and follow career management.

3. Logistics

- a. Participate in the procurement planning processes, launch procurements required for the project in a timely manner, and follow procurements closely in collaboration with logistics.

4. Finance

- a. Participate in the review of the BFU for each project and forecast initial and regular costs and cross-check expenditures for projects activities.
- b. Participate in new budget development processes through the provision of expert programmatic advice related to contextual knowledge.

5. Quality Control

- a. Participate in MEAL planning processes and actively support the delivery of MEAL activities in line with the project MEAL framework and MEAL Manual.
- b. Plan and organize internal qualitative assurance checks by the projects' teams.
- c. Discuss, plan and deliver appropriate corrective actions, including based on MEAL findings and recommendations.

TECHNICAL SKILLS

- Bachelor's Degree or higher in a relevant field.
- Minimum of 4 years of work experience in project management, ideally in sustainable development projects related to cash distribution assistant in Myanmar.
- Storing experiences in Emergency project Management
- Extensive working experience in Mandalay and Meiktila District with a good understanding of the local contexts, and experience working with various stakeholders at various levels.
- Good understanding of the role of civil society in Myanmar and how they contribute to local development.
- Experience analysing data and contributing to evaluation reports.
- Experience using MS Office software (Excel, Word, Outlook, Teams, PowerPoint etc.)
- Good leadership and interpersonal skills.
- Good facilitation skills.
- Language skills: English and Myanmar, written and spoken. Knowledge of local languages

SUBMISSION OF APPLICATION:

Applications shall be in **English** and include: i) a resume of not more than 3 pages; ii) a cover letter expressing the motivation to work for this specific position; iii) a copy of the university degree; and iv) contact details of 3 references should be submitted to High School Street, Thar Yar Aye Ward, Kume Town, Myitta Township, Mandalay Region.

Email: recruitment.myanmar@acted.org

Applications should be title “**Sectorial Manager _Your Name**” and be submitted no later than **19 June 2025 (by 5:00 pm)**.

Only shortlisted candidates will be contacted for interview. *Early applications are encouraged as candidates may be identified and contacted before the application deadline.*