

# Wunpawng Ninghtoi (WPN)

Office: F-1, Thiriomon Street, Thirimon Plaza, Mayangone Township, Yangon, Myanmar.

E-mail: [wpn.kachin@gmail.com](mailto:wpn.kachin@gmail.com), Contact no.: +95 9 47099657, China Mobile: +86 692 6233133



Date: 7<sup>th</sup> June, 2025

## Vacancy Announcement

Wunpawng Ninghtoi (WPN) is a local civil society organization that was established in 2011 June and helps IDPs and war-affected communities from the Kachin and Northern Shan states and its work based on the promotion and respect of the core values: Humanity, Human Dignity, defense of Human Rights (IDPs, Child, Women's Right), Love, Compassion, Impartiality, Non-discrimination (nationality, religion, gender), Independence, Respect and Voluntary Spirit. Our vision is "All people of Myanmar will live with dignity, peace, security, and full respect of their rights; enjoying integral social development and humanitarian assistance when required".

WPN is looking for strong, qualified candidates (female or male) who have experience in implementation for the following position and prefer native speaker, qualified candidates (female or male) who have experience and strong leadership commitment for the related position and who are well-known about the local context of the operation office of hard-to-reach areas.

Application is invited for the following position.

### Vacant Position title:

#### **Project Manager - 1 Post (1 Year and possible extension) - Application Deadline\_22<sup>nd</sup> June 2025**

Duty Station: WPN's Operation office (Required ability to travel to different targeted field locations) (Shwegu Township, Mansi Township, and Momauk Township Areas)

Working start date: – 1<sup>st</sup> July 2025

Application form Submitted to: [wpnhrd2024@outlook.com](mailto:wpnhrd2024@outlook.com)

### Main Responsibilities and Favorable Requirements

Position title	<b>Project Manager</b>
Grade	<b>Grade 3</b>
Reporting to	<b>Programme Manager/ Coordinator</b>
Main goal(s)	Empowering Resilience: Addressing the Needs of Internally Displaced Persons (IDPs) in Conflict Zones
Roles and responsibilities	<ul style="list-style-type: none"><li>• Ensure project budget are used effectively and efficiently in accordance with agreed terms and conditions.</li><li>• Manage and monitor expenses against budget and take project finance related responsibilities.</li><li>• Prepare project work-plan and budget (cash forecast) for the activity implementation.</li><li>• Prepare Advance or Cash Payment requisition for the project activities.</li></ul>

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	<ul style="list-style-type: none"> <li>• Responsible for the approval of advance request or payment request as per delegation of authority.</li> <li>• Responsible for coordination with cluster (Protection, Nutrition, WASH, Education, Shelter &amp; NFI, Food Security)</li> <li>• To overview and manage Activity and Program Implementation Process (Budget Vs Activity).</li> <li>• To communicate with Donors regularly for Project Updates and Information Sharing/ Approvals/ Reporting/ Spot Checks/ Audits</li> <li>• To support Technical Knowledge and Good Program Implementation Practices to in line with Donor's Compliance.</li> <li>• To arrange meeting and trainings for Capacity Strengthening (Localization Approach) for staffs</li> </ul>
Qualification/ Profiles	<ul style="list-style-type: none"> <li>• Must have at least a bachelor's degree in any field, preferably development or social studies.</li> <li>• Must have at least (2) years of working experience in the Emergency Reponses field.</li> <li>• Must have strong WASH, Shelter, EiE and Child Protection knowledge and experiences.</li> <li>• Must be able to provide quality WASH, Shelter, EiE and CP technical inputs and guidance to the project implementation team.</li> <li>• Must be able to ensure that project implementations are in technical alignment with and in compliance with relevant Clusters' and Donor's recommended operational practices and implementation standards</li> <li>• Must have excellent management skills in project planning, proposal development, project management, monitoring, evaluation, and reporting. Should have financial management knowledge. Must be able to communicate with authorities, local partners and communities, etc.</li> <li>• Should have good organizing, presentation, and reporting skills. Should be proficient in Kachin and Myanmar. Proficiency in English is a plus. Should have computer proficiency at least in Microsoft Office package. Must have good leadership, management, and team-building skills.</li> <li>• Must be able to work on own initiative with minimum supervision.</li> <li>• Must be able to work in multicultural with diverse ethnic, religious, and cultural groups.</li> </ul>

## **Essential Requirement**

WPN has a zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, which enshrines the principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act under this clause.

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## **Submission of Application**

Qualified and interested candidates shall submit an Updated CV with a cover letter, photo and educational documents, NRC (scanned copy), and a Clearance Letter concerning with PSEA (or) recommendation letter organization that you worked last to the address below. Please include the names and contact details of two referees and other documents if any.

WPN prefers to receive application forms through E-mail for reducing paper use with environmentally friendly.

## **Contact detail;**

- Human Resources Department (HRD)
- Wunpawng Ninghtoi (WPN)
- Email: [wpn\\_hrd2024@outlook.com](mailto:wpn_hrd2024@outlook.com)
- Mobile Phone: +86 17287321228

## **Note:**

- *WPN strongly encourages women and people with disability to apply for any position that has good experience to work with us.*
- *Do not enclose any original documents with your application as they will not be returned.*
- *Please submit the Subject title with “**Project Manager Position**” while mailing.*
- *Only short-listed candidates will be contacted for the interview.*