

Vacancy Announcement (For Myanmar National Only)

Title:	Project Manager
Location:	Nyaung-U
Contract Duration:	Until the end of January 2026 with a possible extension
Number of Positions:	1 Position
Report to:	Executive Director
Line Manager for:	Project Coordinator, Finance Officer, MEAL Assistant, Logistics Assistant
Salary:	930 USD
Closing Date:	31 May 2025

Organizational Background

Our organization founded by active and young leaders in 2023 is a non-profit organization based in the middle dry zone of Myanmar with the main purposes of enhancing the accessibility of the community to a quality education, safe and thriving homes, resilient livelihoods with employment opportunities, healthy and nutritious diets and optimal health and nutrition services. Our organization strategically executes the missions on a broad spectrum of projects and activities focused on the empowerment and capacity building of young people and the development of the local community through sustainable livelihoods to achieve the desirable outcome in the community.

Our Values

ACCOUNTABILITY

We hold ourselves and our partners accountable for ethical conduct and integrity, acting responsibly for the benefit of the communities that we serve. We are responsible stewards for our financial resources and maintain a sustainable organization.

DIVERSITY, EQUITY, INCLUSION, AND RESPECT

To create an equitable and inclusive community, we value diversity in all forms, which is vital for advancing innovation, critical thinking, and solving complex problems. We maintain dignity and respect for the individuals and communities we work with and serve.

COLLABORATION, PARTNERSHIP, AND SHARING

We are stronger and have a greater impact by working together. We organize and support public and private partnerships to be a healthy community and society.

INTEGRITY

Honest, encourages openness and transparency; demonstrates the highest levels of integrity.

JOY

A fundamental part of a healthy life, joy fosters better health outcomes and is essential to the way we work.

Role Purpose

Under the direct supervision of the Executive Director and Board of Directors, we are looking for a Project Manager to lead the MPCA, shelter, and NFI project in Ye U and Wetlet for the swift recovery of earthquake and crisis-affected population by strengthening their resilience and best practices on the way of response. He/she will be responsible for the quality and impact of the project providing technical, operational, and administrative support to field operation teams. The Project Manager needs to oversee and manage the successful implementation of activities in the project's thematic focus of multipurpose sector-specific cash assistance, sheltering, CCCM, and WASH. He/she will be the organization's focal point for the project and accountable for coordination with respective departments, technical lead organization, donor agencies, and respective stakeholders. The Project Manager will guarantee the quality management of the project and capacity-strengthening initiatives of the project-related counterparts in line with the organization and donor's rules and regulations.

Key Areas of Responsibilities

Project Management

- Manage the MPCA, shelter and NFI project to effectively deliver the assistance in targeted townships by involving in the project design & planning phase, supervising & monitoring the mobilization, preparation, and implementation according to the project plan.
- Take accountability for the technical, operational, and administrative support and guidance provided to the operating teams to ensure the smooth and efficient programming of emergency response in targeted townships.
- Ensure that the implementation of project activities complies with the SOPs and other operational procedures designed for program implementation.
- Lead in the development of procurement plans, regularly define the supply needs for project implementation, and set up a practical procurement plan coordinating with the logistics team and Project Coordinators.
- Closely work with Project Coordinators and Executive Director for the daily operations and activity management according to the detailed implementation plan, MEAL plan, budget plan, etc.
- Undertake the tasks assigned by the Director that are relevant to project management and organizational growth including the development of new project proposals and the prompt response to emergencies.
- Coordinate and work with other implementing organizations, donor agencies, and partners including the engagement with the focal point and technical leads from partners for collaborative and transformative programming of response projects.

- Ensure the participative management that encourages all relevant actors involved in decision-making from the planning to evaluation phase for better problem-solving and overcoming the implementation challenges.
- Enhance the transparency and accountability in every stage of the programming in the community from targeting and selection of beneficiaries to the evaluation process.
- Lead to ensure the complaint and feedback mechanisms are in place including documenting, resolving, and follow-up on feedback.
- Address any project-related issues timely and raise any potential risks or issues to the Director and Board of Directors.
- Fully comply with the code of conduct, PSEA policy, child safeguarding, fraud & corruption, equal opportunities, and any other zero-tolerance policies and procedures of organizations.

Monitoring, Evaluation, Accountability, and Learning

- Ensure the establishment and effective implementation of the Monitoring, Evaluation, Accountability, and Learning (MEAL) plan and framework, including all necessary systems and procedures coordinating with the partners and MEAL team in line with the project's log frame.
- Support to ensure the project monitoring and evaluation, specifically activity progress indicators and the expected outcomes.
- Conduct regular monitoring of project activities alongside the project teams, MEAL team, and partners.
- Review the quality and findings of performance monitoring and analysis during regular monitoring visits, coordination/review meetings, or through MEAL reports to highlight key project strengths and areas of improvement.

Financial Management

- Coordinate with the Director, project team, and partners to prepare requests for budget revisions, realignment, and other grant modifications.
- Coordinating with the finance team, and regular budget monitoring to make sure compliance with donor's requirements.
- Identify budget variances and communicate with the Director on major variances and the possible solutions.
- Monthly budget analysis and variance reporting of the project.

Team Management

- Closely working with the operating teams to insight the gaps & weaknesses, and to ensure high-quality results that decrease the drawbacks and maximize positive impact.
- Through supervision, review meetings, and field monitoring visits, provide guidance and supportive feedback to field teams for better quality and timely implementation of the

project with the proper budget absorption and alignment with the key performance indicators.

- Seek and provide opportunities for staff development, creating capacity-building plans suitable for project purposes and in line with the organizational development initiatives.

Reporting

- With the support of the PCs, prepare and submit project reports including quarterly reports, semi-annual progress reports, annual reports, and final project reports according to the donor requirements.
- Prepare and submit monitoring findings or reports such as baseline, PDM, end-line evaluation, market monitoring reports, and other additional reports whenever required.
- Participate in partner coordination or review meetings and provide detailed input regarding the project's progress and areas of improvement.
- Prepare and be involved in the development of proposals for the new project or grant awards.

Coordination & Communications

- Act as a representative of the organization for the MPCA, Shelter, and NFI project, particularly within the different sectors and cluster coordination meetings at the national and sub-national levels.
- Stakeholder coordination within and beyond field monitoring visits with PCs and partners.
- Facilitate coordination meetings with the teams to track the progress & drawbacks and provide support when necessary.
- Ensure information flow and updates sharing regarding the daily operational and program-related matters between Directors, Board of Directors, and Project Coordinators in all implementation areas.
- Facilitate field visits for donors and partners.

Requirements for this position

Academic Qualification

- Advanced university degree in social science, public administration, international relations, project management, or other related fields with a minimum of 4 years of professional experience in humanitarian and development sectors at NGO/INGOs.
- Or bachelor's degree/equivalent with a minimum of 5 years of employment history in humanitarian and development sectors at NGO/INGOs.
- Demonstrating at least three years of working experience at the relevant management position level.

Professional Experience and Skills

- Experienced leading, managing, and programming multi-sectoral or emergency response projects.
- Preferably with specific experiences and an understanding of the context in the implementation area.
- Proven experience in partnership management, project management, financial and budget management, and team management with remote teams.
- Qualified analytical capabilities with assessment, project design, planning, monitoring, evaluation, and project management skills.
- Proven experience in donor reporting, writing project proposals, and communication.
- Strong experience coordinating with counterparts, donor agencies, humanitarian organizations, and other implementing partners/stakeholders.
- Good presenting the organization and enhancing the reputation of the organization in the cluster or sector coordination and meetings.
- Demonstrated skills, experience, and knowledge of community development and empowering local CSOs for capacity strengthening and organizational development.
- Preferably experience with multi-sectoral programming and managing programs in several different sectors.
- Fluency in spoken and written Burmese and English.
- Excellent interpersonal and communication skills.
- Ability and willingness to travel to implementing areas.

How to apply for

The successful candidates are encouraged to send their “[resume/ curriculum vitae mentioning the three professional referees along with the cover letter](#)” to the following address.

Email address: recruitmentteam.hsf@gmail.com

Please write: “[Project Manager_MPCA/Shelter/NFI_052025](#)” in the subject.

Deadline: **31 May 2025, 5:00 PM (Myanmar Time)**

****Please note that only shortlisted applicants will be contacted for personal interviews. Applicants are encouraged to apply early as the contact will be made on a rolling basis before the closing date. Any applications after the closing date will not be considered. ****